

INSTALLATION CLOSURE HANDBOOK



**FOR DIRECTOR OF PUBLIC WORKS
2006**

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INTRODUCTION



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT AGENCY
EUROPE REGION
UNIT 29353, BOX 200
APO AE 09014

IMEU-PWD

31 March 2006

MEMORANDUM FOR GARRISON DIRECTOR'S OF PUBLIC WORKS

SUBJECT: Introduction

1. The purpose of Installation Realignment and Closure 2005 for U.S. military installations in Europe is to permit the Secretary of Defense to make the most efficient and effective use of Department of Defense resources. Our vision at the Installation Management Agency, Europe Region (IMA-EURO) Public Works Division (PWD) is to meet the changing needs of all of our personnel levels and provide the "smart" plans for the installation closure. Your mission, as the Director of Public Works (DPW), as it relates to closure operations should include improved operational efficiency, methods to save taxpayer's dollars, and provide enhancement of the combat effectiveness of U.S. military forces. Installation DPW's must provide the foresight of transformation through high-quality education and through the creation and sharing of knowledge in the true spirit of base closure. The Installation Closure Handbook (ICH) has been prepared to help field engineering organizations in executing the closure mission by providing concise, timely, and accurate information to base conversion participants. And, in addition, this handbook should allow personnel to understand how their individual efforts can directly contribute to the overall closure process.

2. From my point of view, the overall goal should be to bring individuals and organizations together--in an organized fashion to implement the closure plan at your installation. To enable our goals, we must all work together in managing our environmental, health, safety, housing and real estate entities, along with other key activities, by an integrated processed packaging of "good management techniques."

3. This handbook provides information on engineering, environmental, real estate and the policies/procedures required to reach our base closure goals. I would recommend that you read the material found in this handbook, which has been designed to help guide you to your organizational mission goals. Installation closure is tough—organizational facility decisions, environmental clean-up actions and property disposal, both personal and real, require short and long-range planning. This handbook has been put together to help you do it right. Please feel free to provide any gained knowledge/feedback to your IMA points of contact in an effort that others might benefit.

A. ALLEN RASPER
Director of Public Works

PREFACE

OPLAN 001-06 Installation Support to FY06 Force Army Structure Changes

(U) IMA-EURO OPORD 0001-06: INSTALLATION SUPPORT TO FY06 ARMY FORCE STRUCTURE CHANGES, AND RESULTING FY07 INSTALLATION CLOSURE, USAG REALIGNMENT, USAG DISCONTINUANCE.

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IMEU-PLD

IMA-EURO OPORD 0001-06

(U) REFERENCES:

- A. (U) ARMY CAMPAIGN PLAN, W/CHANGE 1 AND FINAL DRAFT CHANGE 2, 25 AUG 05. (FOUO)
- B. (U) USAREUR MESSAGE #0509050, USAREUR OPORD #0006-05, ARMY IN EUROPE REBASING AND RESTRUCTURING, 091701Z SEP05. (S//NF)
- B.1. (U) APPENDIX 2 INSTALLATION LOGISTICS TO ANNEX D TO USAREUR OPORD #0006-05, ARMY IN EUROPE REBASING AND RESTRUCTURING.
- B.2. (U) APPENDIX 5 MORALE, WELFARE, AND RECREATION TO ANNEX E TO USAREUR OPORD #0006-05, ARMY IN EUROPE REBASING AND RESTRUCTURING
- B.3. (U) ANNEX Y ENGINEERING TO USAREUR OPORD #0006-05, ARMY IN EUROPE REBASING AND RESTRUCTURING
- C. (U) USAREUR MESSAGE #0506065, USAREUR OPORD 0001-05, USAREUR GWOT DEPLOYMENT, REDEPLOYMENT, REINTEGRATION, RECONSTITUTION AND RETRAINING ORDER, 132103Z JUN05. (S//NF)
- D. (U) USAREUR MESSAGE #0506057, USAREUR ROUND 37 BASE REALIGNMENT ANNOUNCEMENTS, 271614Z JUL05.
- E. (U) USAREUR MESSAGE #0506026, FRAGO #1 (OPORD TO PREPARE FOR THE ARRIVAL OF A FULLY EQUIPPED STRYKER BRIGADE COMBAT TEAM (SBCT) TO USAREUR OPORD 0006-05, 081057Z JUN05 (S//NF)
- F. (U) USAREUR MESSAGE #0506124, FRAGO #2 (WARNING ORDER FOR FY06 ARMY FORCE STRUCTURE CHANGES IN EUROPE) TO USAREUR OPORD 0006-05, 291545Z JUN05 (S//NF)
- G. (U) USAREUR MESSAGE #0509054, FRAGO #3 (RETAIN AEB AND PATRIOT BN) TO USAREUR OPORD 0006-05, 100601Z SEP05
- H. (U) USAREUR MESSAGE #0509071, FRAGO #4 (FY06 FORCE STRUCTURE CHANGES) TO USAREUR OPORD 0006-05, 161902Z SEP05
- I. (U) USAREUR MESSAGE #0509096, FRAGO #5 (ESTABLISH STRYKER RECEPTION/FIELDING TEAM) TO USAREUR OPORD 0006-05, 230739Z SEP05
- J. (U) USAREUR MESSAGE #0510158, FRAGO #6 (1ID RETURN/INACTIVATE UNITS) TO USAREUR OPORD 0006-05, 271806Z OCT05
- K. (U) USAREUR MESSAGE #0510159, FRAGO #7 (DETAILS ON FORCE STRUCTURE CHANGES NOT ASSOCIATED WITH 1ID, MFAB, AND 173 BCT) TO USAREUR OPORD 0006-05, 281656Z OCT05
- L. (U) USAREUR MESSAGE #0510160, FRAGO #8 (LOGISTICS SUPPORT TO FY06 ARMY FORCE STRUCTURE CHANGES) TO USAREUR OPORD 0006-05, 281842Z OCT05

M. (U) USAREUR MESSAGE #0510161, FRAGO #9 (FY06 RESOURCE MANAGEMENT GUIDANCE) TO USAREUR OPORD 0006-05, 311635Z OCT05
N. (U) USAREUR MESSAGE #0510163, FRAGO #10 (PERSONNEL SUPPORT TO FY06 ARMY FORCE STRUCTURE CHANGES) TO USAREUR OPORD 0006-05, 311943Z OCT05
O. (U) USAREUR MESSAGE #0510162, FRAGO #11 (INSTALLATION SUPPORT TO FY06 ARMY FORCE STRUCTURE CHANGES) TO USAREUR OPORD 0006-05, 311810Z OCT05
P. (U) USAREUR MESSAGE #0511132, FRAGO #12 (STATION STRYKER BRIGADE COMBAT TEAM 2 AT VILSECK, GE) TO USAREUR OPORD 0006-05, 231421Z NOV05
Q. (U) AE PAM 220-5, COMMANDER'S CHECKLIST FOR RESTRUCTURING/REBASING [HTTPS://WWW.G3.HQUSAREUR.ARMY.MIL/](https://www.g3.hqusareur.army.mil/)
Q.1. (U) UNIT COMMANDER'S INACTIVATION CHECKLIST, INSTALLATION TAB
Q.2. (U) UNIT COMMANDER'S REDEPLOYMENT CHECKLIST, INSTALLATION TAB
Q.3. (U) UNIT COMMANDER'S RELOCATION CHECKLIST, INSTALLATION TAB
Q.4. (U) GARRISON COMMANDER'S TENANT UNIT INACTIVATION CHECKLIST
Q.5. (U) GARRISON COMMANDER'S TENANT UNIT REDEPLOYMENT CHECKLIST
Q.6. (U) GARRISON COMMANDER'S TENANT UNIT RELOCATION CHECKLIST
Q.7. (U) GARRISON COMMANDER'S INSTALLATION CLOSURE AND GARRISON INACTIVATION CHECKLIST
R. (U) IMA-EURO MEMO FOR COMMANDER, 98 ASG, SUBJ: DISCONTINUANCE OF USAG FRANCONIA, DATED 13 SEP 05.

(U) PURPOSE. THIS OPORD DIRECTS SUBORDINATE UNITED STATES ARMY GARRISONS (USAGS) AND CENTERS TO EXECUTE REBASING, RESTATIONING AND BASE CLOSURE WHICH INCLUDE TENANT UNIT INACTIVATIONS, MOVES TO CONUS, INTRA-THEATER MOVES, INSTALLATION CLOSURE, AND USAG REALIGNMENT AND DISCONTINUANCE.

1. (U) SITUATION. HQDA DIRECTS USAREUR TO INACTIVATE, CONVERT OR MOVE DESIGNATED UNITS IN SUPPORT OF DOD GLOBAL DEFENSE POSTURE, USEUCOM STRATEGIC THEATER TRANSFORMATION, ARMY CONVERSION TO THE MODULAR FORCE AND TOTAL ARMY ANALYSIS. USAREUR EXECUTES FORCE STRUCTURE CHANGES BEGINNING IN FY06 AND OVERSEAS BASE CLOSURES IN FY07 TO TAILOR THE FORCE TO MEET CURRENT AND EMERGING THREATS AND IMPLEMENT GLOBAL DEFENSE POSTURE DECISIONS RESULTING FROM THE INTEGRATED GLOBAL PRESENCE AND BASING STRATEGY (IGPBS). ROUND 37 OVERSEAS BASE CLOSURES, APPROVED BY DOD AND ANNOUNCED PUBLICALLY ON 29 JUL 05, IDENTIFIED THE KITZINGEN AND GIEBELSTADT COMMUNITIES FOR CLOSURE IN FY07 AND FUTURE CLOSURE OF THE WUERZBURG COMMUNITY AT A DATE TO BE DETERMINED. DURING THESE OPERATIONS, U.S. ARMY INSTALLATION MANAGEMENT AGENCY, EUROPE REGION (IMA-EURO) CONTINUES TO PROVIDE GARRISON OPERATIONS AND INSTALLATION SUPPORT TO INACTIVATING, REDEPLOYING, AND RELOCATING UNITS, AND TENANT UNITS REMAINING ON AN INSTALLATION.

2. (U) MISSION. U.S. ARMY INSTALLATION MANAGEMENT AGENCY, EUROPE REGION (IMA-EURO) EXECUTES GARRISON OPERATIONS FUNCTIONS TO SUPPORT CG USAREUR'S EXECUTION OF FY06 FORCE STRUCTURE CHANGES OBJECTIVES AND EXECUTES THE REALIGNMENT OF USAGS REPORTING TO USAG FRANCONIA, THE CLOSURE AND RETURN TO HOST NATION OF INSTALLATIONS IN KITZINGEN, GIEBELSTADT, AND WUERZBURG, EXCEPT LEIGHTON BARRACKS AND WUERZBURG HOSPITAL, AND THE DISCONTINUANCE OF USAG FRANCONIA IN FY07.

3. (U) EXECUTION.

3.A. (U) REGIONAL DIRECTORS INTENT. SUPPORT DEPARTMENT OF THE ARMY TRANSFORMATION INITIATIVES AND ARMY IN EUROPE RESTRUCTURING. PROVIDE PROFESSIONAL AND RESPONSIVE SUPPORT TO UNITS AND AGENCIES DEPARTING, MOVING, AND ARRIVING AT INSTALLATIONS. PROVIDE COMMUNITY SERVICES IAW ESTABLISHED STANDARDS AS LONG AS UNITS AND SUPPORTING AGENCIES REMAIN AT CLOSING INSTALLATIONS.

3.A.1. (U) PURPOSE. ENSURE PROVISION OF GARRISON SERVICES AND FACILITIES REQUIRED WHILE ENSURING THE HONOR, DIGNITY AND RESPECT OF SOLDIERS, FAMILIES AND CIVILIANS THROUGHOUT THE OPERATION.

3.A.2. (U) KEY TASKS.

3.A.2.A. (U) ENSURE HONOR, DIGNITY AND RESPECT OF SOLDIERS, FAMILIES AND CIVILIANS IS MAINTAINED THROUGHOUT THIS PROCESS.

3.A.2.B. (U) IDENTIFY AND MITIGATE SAFETY HAZARDS.

3.A.2.C. (U) COORDINATE SOLDIER, CIVILIAN AND FAMILY MEMBER SUPPORT REQUIREMENTS WITH NON-IMA-EURO COMMUNITY SUPPORT AGENCIES (SUCH AS AAFES, DODDS, DECA, COMMUNITY BANK).

3.A.2.D. (U) ESTABLISH INPROCESSING AND OUTPROCESSING FACILITIES AND PROCEDURES TO HANDLE INCREASED REQUIREMENTS.

3.A.2.E. (U) MOVE SOLDIERS, CIVILIANS AND FAMILY MEMBERS AND THEIR PERSONAL PROPERTY.

3.A.2.F. (U) PROVIDE TEMPORARY FURNITURE IF AVAILABLE WHEN HOUSEHOLD GOODS ARE IN TRANSIT.

3.A.2.G. (U) MAINTAIN CRITICAL MWR OPERATIONS THROUGH FINAL UNIT INACTIVATION / REDEPLOYMENT / RELOCATION.

3.A.2.H. (U) PROJECT HOUSING REQUIREMENTS FOR SOLDIERS AND FAMILIES STATIONED IN THEATER.

3.A.2.I. (U) ENSURE ADEQUATE GARRISON DINING OPERATIONS FOR ALL SUBSISTENCE IN KIND (SIK) PERSONNEL.

3.A.2.J. (U) PROVIDE ESSENTIAL RELIGIOUS SUPPORT.

3.A.2.K. (U) IDENTIFY FACILITY REQUIREMENTS AND FUNDING FOR STATIONING ACTIONS.

3.A.2.L. (U) TURN-IN AND DISPOSAL OF HAZARDOUS MATERIALS AND WASTE.

3.A.2.M. (U) ENSURE ACCOUNTABILITY AND DISPOSITION OF INSTALLATION PROPERTY, FURNITURE, APPLIANCES AND NAF PROPERTY. NON-IMA PROPERTY (DECA, AAFES, DODDS, ETC) MUST ALSO BE DISPOSED OF PROPERLY.

3.A.2.N. (U) ENSURE COORDINATION OF CIVILIAN HR REDUCTION IN FORCE PROCESSES, PROCEDURES, TIMELINES AND REQUIREMENTS FOR US (APF/NAF) AND LOCAL NATIONAL EMPLOYEES WITH THE SERVICING CIVILIAN PERSONNEL ADVISORY CENTER (CPAC).

3.A.2.O. (U) REALIGN USAG ANSBACH, USAG BAMBERG, AND USAG SCHWEINFURT AS DIRECT REPORTING GARRISONS.

3.A.2.P. (U) CLOSE AND RETURN TO HOST NATION INSTALLATIONS IN KITZINGEN, GIEBELSTADT, AND WUERZBURG, EXCEPT LEIGHTON BARRACKS, AND WUERZBURG HOSPITAL IN FY07.

3.A.2.Q. (U) DISCONTINUE USAG FRANCONIA.

3. A.3. (U) ENDSTATE. DIGNIFIED RELOCATION OF SOLDIERS, FAMILIES, AND CIVILIANS TO NEW ASSIGNMENTS, REALIGNMENT OF USAG ANSBACH, USAG BAMBERG, AND

USAG SCHWEINFURT AS DIRECT REPORTING GARRISONS, DISCONTINUANCE OF USAG FRANCONIA, AND CLOSURE AND RETURN TO HOST NATION OF INSTALLATIONS IN KITZINGEN, GIEBELSTADT, AND WUERZBURG, EXCEPT LEIGHTON BARRACKS, AND WUERZBURG HOSPITAL.

3.B. (U) CONCEPT OF THE OPERATION. INSTALLATION SUPPORT TO FY06 ARMY FORCE STRUCTURE CHANGES, AND RESULTING FY07 INSTALLATION CLOSURE, USAG REALIGNMENT, AND USAG DISCONTINUANCE IS A FIVE PHASE OPERATION.

3.B.1. (U) PHASE I, SUSTAINMENT OPERATIONS AND PLANNING. APPLIES TO ALL IMA-EURO USAGS SUPPORTING FY06 FORCE STRUCTURE CHANGES AND COMMENCES UPON ISSUE OF THIS ORDER. USAGS SUSTAIN BASE SUPPORT TO TENANT UNITS AND ACTIVITIES, AND DEVELOP TENANT UNIT AND ACTIVITY INACTIVATION, REDEPLOYMENT, RELOCATION SUPPORT PLANS AS REQUIRED. USAG FRANCONIA DEVELOPS INSTALLATION CLOSURE PLANS. PHASE I TERMINATES WITH THE START OF SIGNIFICANT TENANT UNIT AND ACTIVITY MOVEMENTS, ANTICIPATED TO BE MID-MAY 2006.

3.B.2. (U) PHASE II, UNIT MOVEMENT. APPLIES TO ALL IMA-EURO USAGS SUPPORTING FY06 FORCE STRUCTURE CHANGES AND COMMENCES WITH THE START OF TENANT UNIT AND ACTIVITY MOVEMENTS. USAGS SUPPORT THE INACTIVATION, REDEPLOYMENT TO CONUS, RELOCATION IN THEATER, AND/OR RECEPTION OF TENANT UNITS AND ACTIVITIES. FOR USAG FRANCONIA PHASE II IS ALSO SERVICE REDUCTION; COMMUNITY SERVICES ON CLOSING INSTALLATIONS ARE ADJUSTED TO DEMAND OF SUPPORTED SOLDIERS, FAMILY MEMBERS AND CIVILIANS. PHASE II TERMINATES IN EACH USAG ON F-DATE (FINAL DATE), THE DATE WHEN ALL INACTIVATING/DEPARTING UNITS HAVE DEPARTED AND/OR ALL RECEIVING UNITS HAVE BEEN INTEGRATED INTO THE COMMUNITY.

3.B.3. (U) PHASE III, CLOSE OUT OF COMMUNITY SERVICES. APPLIES ONLY TO USAG FRANCONIA AND COMMENCES WHEN ALL TENANT MISSION UNITS HAVE DEPARTED USAG FRANCONIA CLOSING INSTALLATIONS. USAG FRANCONIA FOCUSES ON CLOSING DOWN THEIR OPERATIONS AND COMMUNITY SERVICES ON CLOSING INSTALLATIONS. USAG FRANCONIA PREPARES FOR TRANSFER OF LEIGHTON BARRACKS AND WUERZBURG HOSPITAL TO USAG SCHWEINFURT AND FOR THE TRANSFER OF COMMAND AND CONTROL OF USAG ANSBACH, USAG BAMBERG, AND USAG SCHWEINFURT TO IMA-EURO; TRANSFERS TO BE EFFECTIVE NLT 1 OCT 06. PHASE III TERMINATES ON S-DATE (STOP-DATE) WHEN ALL COMMUNITY SERVICES CEASE ON CLOSING INSTALLATIONS AND ONLY LOCAL NATIONAL AND/OR KEY GARRISON EMPLOYEES REMAIN, AND ALL SUPPORT IS CONSOLIDATED ON INSTALLATIONS NOT CLOSING.

3.B.4. (U) PHASE IV, INSTALLATION CLOSURE AND GARRISON DISCONTINUANCE. APPLIES ONLY TO USAG FRANCONIA AND COMMENCES UPON TERMINATION OF PHASE III. USAG FRANCONIA PREPARES INSTALLATIONS FOR TURNOVER, AND CONDUCTS A COLOR CASING CEREMONY. PHASE IV TERMINATES ON L-DATE (LOCK-DATE) WHEN CLOSING INSTALLATIONS ARE READY FOR TURNOVER TO THE HOST NATION AND USAG FRANCONIA IS DISCONTINUED.

3.B.5. (U) PHASE V, INSTALLATION TURNOVER. APPLIES ONLY TO USAG SCHWEINFURT AND IMA-EURO, AND COMMENCES UPON TERMINATION OF PHASE IV.

USAG SCHWEINFURT LEADS JOINT FACILITY INSPECTIONS AND FACILITY TURNOVER WITH HOST NATION. PHASE V TERMINATES ON C-DATE (CLOSURE-DATE) WITH THE TRANSFER OF CLOSING INSTALLATIONS TO THE HOST NATION.

3.C. (U) TASKS TO SUBORDINATE UNITS AND STAFF.

3.C.1. (U) HQ IMA-EURO.

3.C.1.A. (U) COORDINATE AND SYNCHRONIZE ALL COMMUNITY RELATED ACTIVITIES.

3.C.1.B. (U) ICW USAG COORDINATE SOLDIER, CIVILIAN AND FAMILY MEMBER SUPPORT REQUIREMENTS WITH REGIONAL REPRESENTATIVES OF NON-IMA-EURO COMMUNITY SUPPORT AGENCIES (SUCH AS AAFES, DODDS, DECA, COMMUNITY BANK)

3.C.1.C. (U) ASSUME COMMAND AND CONTROL OF USAG ANSBACH, USAG BAMBERG, AND USAG SCHWEINFURT NLT 01 OCT 06.

3.C.1.D. (U) PARTICIPATE IN THE REHEARSAL OF CONCEPT (ROC) DRILL ON 020800-1700A FEB06.

3.C.2. (U) IMA-EURO, PLANS DIVISION, PLAN AND CONDUCT A ROC DRILL ON 070800-1700A FEB06.

3.C.3. (U) IMA-EURO, PUBLIC WORKS DIVISION, ICW USAG, SUBORDINATE AND SUPPORTING ORGANIZATIONS, WILL CONDUCT NECESSARY INSTALLATION REAL PROPERTY, HOUSING, REAL ESTATE AND ENVIRONMENTAL OPERATIONS TO SUPPORT THE OBJECTIVES OF THE FY06 FORCE STRUCTURE CHANGES AND FY07 INSTALLATION CLOSURE, USAG REALIGNMENT, USAG DISCONTINUANCE.

3.C.3.A. (U) REAL PROPERTY.

3.C.3.A.1. (U) DEVELOP REAL PROPERTY MASTER PLANS AND STATIONING CONCEPT TO SUPPORT EXECUTION OF FY06 FORCE STRUCTURE CHANGES AND FY07 INSTALLATION CLOSURE, USAG REALIGNMENT, USAG DISCONTINUANCE.

3.C.3.A.2. (U) IDENTIFY FACILITY REQUIREMENTS FOR STATIONING ACTIONS AND INSTALLATION CLOSURE, ICW IMA-EURO, RESOURCE MANAGEMENT DIVISION AND USAREUR G8, SECURE FUNDING.

3.C.3.A.3. (U) ACCEPT TURNOVER OF FACILITIES FROM DEPARTING UNITS.

3.C.3.A.4. (U) ASSIST DEPARTING UNITS, INCOMING UNITS AND UNITS RELOCATING IN-THEATER WITH REQUIRED ENGINEER SUPPORT.

3.C.3.A.5. (U) PROVIDE GUIDANCE AND ASSISTANCE TO USAG FOR DETERMINING THE PROPER LEVEL OF REAL PROPERTY MAINTENANCE AND REPAIR THAT MUST BE PROVIDED TO VACATED FACILITIES, BASED ON THE PLANNED USE AFTER THE UNIT DEPARTS.

3.C.3.A.5.A. (U) PROVIDE GUIDANCE AND ASSISTANCE TO USAG FOR SHUTTING DOWN FACILITIES THAT ARE PLANNED FOR RETURN TO HOST NATION.

3.C.3.A.5.B. (U) PROVIDE GUIDANCE AND ASSISTANCE TO USAG FOR DETERMINING PROPER LEVEL OF UTILITIES THAT MUST BE PROVIDED, BASED ON PLANNED USE AFTER UNIT DEPARTS.

3.C.3.A.6 (U) PROVIDE GUIDANCE AND ASSISTANCE TO USAG DPW FOR PROVIDING FACILITIES TO USAG DOLS FOR THE PURPOSE OF STAGING/DISPOSING OF INSTALLATION AND OTHER PROPERTY.

3.C.3.B. (U) HOUSING. PROJECT HOUSING REQUIREMENTS FOR SOLDIERS AND FAMILIES STATIONED IN THEATER.

3.C.3.B.1 (U) PROVIDE GUIDANCE AND ASSISTANCE TO USAG FOR PROVIDING TEMPORARY FURNITURE WHEN HOUSEHOLD GOODS ARE IN TRANSIT.

3.C.3.C. (U) REAL ESTATE.

3.C.3.C.1. (U) NEGOTIATE TERMINATION OF LEASES FOR REAL ESTATE NO LONGER REQUIRED.

3.C.3.C.2. (U) NEGOTIATE ACQUISITION AND LEASING FOR NEW REAL ESTATE REQUIREMENTS.

3.C.3.D. (U) ENVIRONMENTAL.

3.C.3.D.1. (U) PROVIDE GUIDANCE AND ASSISTANCE TO USAG FOR ASSISTING DEPARTING UNITS WITH TURN-IN AND DISPOSAL OF HAZARDOUS MATERIALS AND WASTE.

3.C.3.D.2. (U) IDENTIFY AND DECONFLICT ENVIRONMENTAL REQUIREMENTS, PREPARE ENVIRONMENTAL DOCUMENTATION AND STUDIES, AS REQUIRED, AND MANAGE HAZMAT/HAZWASTE TO SUPPORT STATIONING ACTIONS.

3.C.3.D.3. (U) COORDINATE THE TURN-IN AND REDISTRIBUTION OF UPH AND AFH FURNISHINGS.

3.C.3.D.4. (U) PROVIDE GUIDANCE AND ASSISTANCE TO USAG SCHWEINFURT EXECUTION OF PROPERTY TURNOVER TO THE HOST NATION.

3.C.3.D.5. (U) COORDINATE WITH HOST NATION FOR JOINT SITE INSPECTIONS AND INVENTORIES AND DOCUMENTATION FOR PROPERTY TRANSFER TO HOST NATION.

3.C.4. (U) IMA-EURO LOGISTICS DIVISION ICW USAG, SUBORDINATE AND SUPPORTING ORGANIZATIONS, WILL CONTINUE TO PROVIDE INSTALLATION LOGISTICS SUPPORT. LOGISTICS OPERATIONS WILL ENSURE THE EFFICIENT AND EFFECTIVE UTILIZATION OF AVAILABLE RESOURCES, MAINTAIN ACCOUNTABILITY, STORAGE AND SECURITY OF INSTALLATION PROPERTY, AND THE TRANSPORTATION OF SOLDIERS, CIVILIANS AND FAMILY MEMBERS AND THEIR PERSONAL PROPERTY TO SUPPORT THE OBJECTIVES OF THE FY06 FORCE STRUCTURE CHANGES.

3.C.4.A. (U) TRANSPORTATION.

3.C.4.A.1. (U) FACILITATE THE MOVEMENT OF SOLDIERS, CIVILIANS AND FAMILY MEMBERS AND THEIR PERSONAL PROPERTY.

3.C.4.A.2. (U) FACILITATE AIR TRANSPORTATION OF SOLDIERS, CIVILIANS AND FAMILY MEMBERS ARRANGED BY INSTALLATION CTO.

3.C.4.A.3. (U) PROVIDE UNINTERRUPTED NON-TACTICAL VEHICLE (NTV) SUPPORT.

3.C.4.A.4. (U) ICW OFFICE OF THE PROVOST MARSHALL COORDINATE ROLES AND RESPONSIBILITIES TO ADDRESS PERSONAL PROPERTY CUSTOMS CLEARANCE. IMA-E WILL CONDUCT INSTALLATION LEVEL PERSONAL PROPERTY USDA PRE-CLEARANCE NLT 15 MAY 06, ASSUMING THE MISSION FROM THE 560TH MP CO.

3.C.4.B. (U) MAINTENANCE OPERATIONS. PROVIDE POLICY, GUIDANCE AND ESTABLISH PRIORITIES FOR BASE OPERATIONS MAINTENANCE PROGRAMS.

3.C.4.C. (U) SUPPLY.

3.C.4.C.1. (U) TROOP ISSUE SUBSISTENCE ACTIVITIES (TISA) CONTINUE TO PROVIDE CLASS I SUPPORT.

3.C.4.C.2. (U) CENTRAL ISSUE FACILITIES (CIF) WILL CONTINUE TO PROVIDE UNINTERRUPTED ORGANIZATIONAL CLOTHING AND INDIVIDUAL EQUIPMENT (OCIE) SUPPORT.

3.C.4.C.3. (U) SELF SERVICE SUPPLY CENTERS (SSSC, STOCK OWNED BY GSA AND OPERATED BY IMA-EURO) WILL CONTINUE TO OFFER CLASS II ADMINISTRATIVE SUPPLIES.

3.C.4.D. (U) GARRISON FOOD OPERATIONS.

3.C.4.D.1. (U) ENSURE ADEQUATE GARRISON DINING OPERATIONS EXIST FOR ALL SIK PERSONNEL OR THAT ALTERNATE METHODS OF SUPPORT ARE INITIATED (UNITS MAY BE NOTIFIED TO PUT SIKS ON SEPARATE RATIONS).

3.C.4.D.2. (U) DISPOSE OF GOVERNMENT PROPERTY AND SUBSISTENCE IAW APPLICABLE REGULATIONS.

3.C.4.D.3. (U) RESPONSIBLE FOOD SERVICE OFFICER (FSO) OR DINING FACILITY MANAGER (DFM) WILL ACCOUNT FOR AND TURN-IN ALL CASH AND ACCOUNTABLE DOCUMENTS IAW AR 30-22.

3.C.4.E. (U) INSTALLATION PROPERTY.

3.C.4.E.1. (U) PROVIDE POLICY AND GUIDANCE ON ACCOUNTABILITY AND DISPOSITION OF INSTALLATION PROPERTY.

3.C.4.E.2. (U) COORDINATE THE TURN-IN AND REDISTRIBUTION OF INSTALLATION PROPERTY.

3.C.4.F. (U) LAUNDRY AND DRY CLEANING.

3.C.4.F.1. (U) COORDINATE EQUIPMENT CHANGES OR EQUIPMENT DISPOSITION REQUIRED RESULTING FROM THE FORCE STRUCTURE CHANGE.

3.C.4.G. (U) BULK FUEL FIXED FACILITIES.

3.C.4.G.1. (U) POINT OF CONTACT FOR POLICY CONCERNING BULK PETROLEUM, PC&S CONTRACTS AND FUEL COUPONS FOR NONTACTICAL VEHICLES.

3.C.4.G.2. (U) PROJECT FUEL REQUIREMENTS THROUGHOUT THE FORCE STRUCTURE CHANGE PERIOD.

3.C.4.G.3. (U) UPON NOTIFICATION OF STAND DOWN, INVENTORY DEFENSE ENERGY SUPPORT CENTER (DESC) FUEL STOCKS IN IMA-EURO MANAGED FIXED FUEL STORAGE FACILITIES.

3.C.4.G.4. (U) ENSURE THE COMPUTER EQUIPMENT AND ANY SUPPORT INVENTORY AND/OR ACCOUNTING DOCUMENTS WITH THE DESC FUELS ACCOUNTING SYSTEM (FAS) COMPUTER EQUIPMENT ISSUED BY DESC TO CAPITALIZED GARRISON FIXED FUEL FACILITIES DFSP OPERATIONS ARE RETURNED TO DESC-RRF.

3.C.4.H. (U) LOGISTICS AUTOMATION.

3.C.4.H.1. (U) COORDINATE DISPOSITION OF EXCESS LOGISTICS AUTOMATION EQUIPMENT.

3.C.5. (U) IMA-EURO MORALE, WELFARE, AND RECREATION (MWR) DIVISION ICW SUBORDINATE AND SUPPORTING ORGANIZATIONS, PROVIDE GUIDANCE AND ASSISTANCE TO USAGS TO MAINTAIN MWR OPERATIONS TO SUPPORT THE OBJECTIVES OF THE FY06 FORCE STRUCTURE CHANGES AND FY07 INSTALLATION CLOSURE, USAG REALIGNMENT, USAG DISCONTINUANCE.

3.C.5.A. (U) CATEGORY A – MISSION SUSTAINING ACTIVITIES. ADJUST OPERATIONS AND STAFFING BASED ON USER DEMOGRAPHICS TO ENSURE SERVICE AVAILABILITY.

3.C.5.B. (U) CATEGORY B – COMMUNITY SUPPORT ACTIVITIES. ADJUST OPERATIONS AND STAFFING BASED ON USER DEMOGRAPHICS AND MARKET DEMAND.

3.C.5.C. (U) CATEGORY C – REVENUE GENERATING ACTIVITIES. ADJUST OPERATIONS AND STAFFING BASED ON USER DEMOGRAPHICS AND MARKET DEMAND.

3.C.6. (U) IMA-EURO RELIGIOUS SUPPORT OFFICE.

3.C.6.A. (U) PROVIDE ESSENTIAL RELIGIOUS SUPPORT THROUGHOUT THE FORCE STRUCTURE CHANGE PERIOD.

3.C.6.B. (U) EVALUATE AVAILABILITY OF RELIGIOUS FACILITIES AND IF REQUIRED DEVELOP FACILITY CONSOLIDATION PLAN.

3.C.7. (U) IMA-EURO, PUBLIC AFFAIRS.

3.C.7.A. (U) ICW SUBORDINATE USAG PAOS DEVELOP PUBLIC AFFAIRS GUIDANCE (PAG) FOR ANNOUNCING FY07 INSTALLATION CLOSURE, USAG REALIGNMENT, AND USAG DISCONTINUANCE RESULTING FROM ARMY FORCE STRUCTURE CHANGES.

PAG WILL INCLUDE PRESS RELEASE, HOST NATION NOTIFICATION LETTER (IF APPLICABLE) AND QUESTIONS AND ANSWERS

3.C.7.B. (U) DISTRIBUTE A PRESS RELEASE ANNOUNCING ANY ACTIONS IN GERMAN AND ENGLISH TO HOST NATION PRESS, STARS AND STRIPES AND COMMAND INFORMATION PUBLICATIONS

3.C.7.C. (U) FACILITATE MEDIA INTERVIEWS AT THE IMA-EURO LEVEL

3.C.7.D. (U) PUBLISH INFORMATION ON THE WEB ANNOUNCING ACTIONS

3.C.7.E. (U) FACILITATE AFN INTERVIEW WITH REGIONAL DIRECTOR IN ADVANCE TO COINCIDE WITH ANNOUNCEMENT

3.D.1. (U) ALL USAGS. EXECUTE GARRISON OPERATIONS FOR TENANT UNIT INACTIVATION, REDEPLOYMENT, AND RELOCATION ICW AE PAM 220-5, COMMANDER'S CHECKLIST FOR RESTRUCTURING/REBASING

[HTTPS://WWW.G3.HQUSAREUR.ARMY.MIL/](https://www.g3.hqusareur.army.mil/),

GARRISON COMMANDER'S TENANT UNIT INACTIVATION CHECKLIST, GARRISON COMMANDER'S TENANT UNIT REDEPLOYMENT CHECKLIST, GARRISON COMMANDER'S TENANT UNIT RELOCATION CHECKLIST

3.D.1.A. (U) ENSURE THE HONOR, DIGNITY AND RESPECT OF SOLDIERS, FAMILIES AND CIVILIANS.

3.D.1.B.(U) APPOINT A RESTRUCTURING / RESTATIONING OFFICER.

3.D.1.C. (U) COORDINATE SOLDIER, CIVILIAN AND FAMILY MEMBER SUPPORT REQUIREMENTS WITH LOCAL REPRESENTATIVES OF NON-IMA-EURO COMMUNITY SUPPORT AGENCIES (SUCH AS AAFES, DODDS, DECA, COMMUNITY BANK).

3.D.1.D. (U) ESTABLISH INPROCESSING AND OUTPROCESSING. FACILITIES AND PROCEDURES TO HANDLE INCREASED REQUIREMENTS GENERATED BY FORCE STRUCTURE CHANGES.

3.D.1.E. (U) SUBMIT 60 DAY MOVEMENT REQUIREMENTS FORECASTS TO USATMC-E.

3.D.1.F. (U) COORDINATE OPERATIONS TO PROVIDE EXTENDED CUSTOMER ACCESS TO GARRISON ITO STAFF.

3.D.1.G. (U) ICW IMA-EURO LOGISTICS DIVISION AND USATMC-E DETERMINE REQUIREMENT TO INCREASE OPERATING HOURS AND/OR INCREASED NUMBER OF AGENTS FOR CTO OPERATIONS.

3.D.1.H. (U) MAINTAIN ACCOUNTABILITY OF INSTALLATION PROPERTY, AFH AND UPH FURNISHINGS, ISSUED OR RETURNED.

3.D.1.I. (U) ICW UNIT INACTIVATING, REDEPLOYING OR RELOCATING AND EFMP COORDINATE THE ABILITY TO TURN AROUND CASE SURGES.

3.D.1.J. (U) PROJECT TRANSIENT BILLETING REQUIREMENTS, CAPABILITIES AND, IF REQUIRED, ALTERNATE METHODS FOR TRANSIENT BILLETING.

3.D.1.K. (U) REVIEW REQUIREMENTS FOR ADJUSTING FREQUENCY OF BULK, REFUSE AND HAZARDOUS WASTE PICK-UPS.

3.D.1.L. (U) IDENTIFY, MODIFY OR CANCEL AGREEMENTS AFFECTED BY INACTIVATIONS, REDEPLOYMENTS, RELOCATIONS OR INSTALLATION CLOSURE AS NECESSARY.

3.D.1.M. (U) CLOSE OUT OR ESTABLISH UNIT FUNDS AS NECESSARY.

3.D.1.N. (U) ICW UNIT CLOSE OUT, ADJUST OR ESTABLISH DINING FACILITY SERVICES.

3.D.1.O. (U) ICW UNITS RECEIVE OR ISSUE OCIE AND CLOSE OR ESTABLISH CIF ACCOUNT AS APPLICABLE.

3.D.1.P. (U) ICW UNITS RECEIVE TURN IN OF OR ISSUE INSTALLATION PROPERTY AS APPLICABLE.

3.D.1.Q. (U) ICW UNITS, 200TH MMC, AND DEFENSE ENERGY SUPPORT CENTER EUROPE CLOSE OR ESTABLISH FUEL FACILITIES AS REQUIRED.

3.D.1.R. (U) ICW USATMC-E, GARRISON TRANSPORTATION OFFICE, VEHICLE PROCESSING CENTER (VPC) AND TRAVEL OFFICE PROVIDE PERSONAL PROPERTY AND POV SHIPMENTS, AND INDIVIDUAL TRAVEL ARRANGEMENTS.

3.D.1.S. (U) ICW UNITS INACTIVATING OR DEPARTING THE INSTALLATION ESTABLISH TURN IN DATE(S) FOR, AND RECEIVE TURN IN OF NTV.

3.D.1.T. (U) ICW UNITS ARRIVING ON THE INSTALLATION ESTABLISH PROPER REQUIREMENTS FOR, AND ISSUE NTV.

3.D.1.U. (U) ICW UNITS INACTIVATING OR DEPARTING THE INSTALLATION DEVELOP A FACILITIES TRANSFER TIMELINE (BUILDINGS, KEYS, FURNITURE).

3.D.1.V. (U) UPDATE ARMY STATIONING AND INSTALLATION PLAN (ASIP), MASTER PLANS, AND REAL PROPERTY RECORDS TO REFLECT UNIT DEPARTURES AND ARRIVALS.

3.D.1.W. (U) ICW UNITS INACTIVATING OR DEPARTING THE INSTALLATION CLEAR SOLDIERS AND FAMILIES FROM AFH AND UPH HOUSING.

3.D.1.X. (U) INPROCESS UNITS ARRIVING ON THE INSTALLATION SOLDIERS AND FAMILIES INTO AFH AND UPH HOUSING.

3.D.1.Y. (U) ICW UNITS INACTIVATING OR DEPARTING THE INSTALLATION ENSURE THAT ALL HAZARDOUS MATERIALS AND WASTES HAVE BEEN IDENTIFIED AND PICKED UP FOR DISPOSAL.

3.D.1.Z. (U) PROVIDE STORAGE FOR BBT THAT MIGHT BE REQUIRED FOR EQUIPMENT MOVEMENTS.

3.D.1.AA. (U) RELEASE GERMAN PRESS ANNOUNCEMENT TO THE LOCAL HOST NATION PRESS.

3.D.1.AB (U) RESPOND TO QUERIES FROM THE MEDIA.

3.D.1.AC (U) USAG PAO ESCORT USAG COMMANDER FOR HOST NATION NOTIFICATION IF APPLICABLE.

3.D.1.AD. (U) NOTIFY IMA-EURO PAO AFTER HOST NATION NOTIFICATION IS COMPLETE.

3.D.1.AE. (U) DEVELOP A GARRISON COMMUNICATIONS PLAN FOR KEEPING THE CI AUDIENCE INFORMED DURING ALL ACTIVITIES AND ACTIONS

3.D.1.AF. (U) USAG PAO FACILITATE TOWN HALL MEETINGS FOR THE COMMANDER.

3.D.1.AG. (U) USAG PAO FACILITATE COMMANDER AFN INTERVIEWS FOR THE COMMAND INFORMATION CHANNEL

3.D.1.AH. (U) USE CI NEWSPAPER TO RELEASE COMMANDER'S MESSAGES TO THE CI AUDIENCE.

3.D.1.AI. (U) ALL DIRECT REPORT USAGS PARTICIPATE IN THE REHEARSAL OF CONCEPT (ROC) DRILL ON 070800-1700A FEB06 AT THE VILLAGE PAVILION, PATRICK HENRY VILLAGE, HEIDELBERG.

3.D.1.AI.1. (U) DIRECT REPORT USAG COMMANDERS AND SELECTED USAG STAFF, UP TO FIVE ATTENDEES, PLUS UP TO TWO REPRESENTATIVES OF INDIRECT REPORT USAG BASED ON DIRECT REPORT USAG COMMANDER DETERMINATION.

3.D.1.AI.1.A. (U) PROVIDE LIST OF PARTICIPANTS (NAME, RANK, POSITION, E-MAIL ADDRESS, TELEPHONE) TO THE IMA-EURO STATIONING MANAGEMENT OFFICE (SEE PARAGRAPH 5.B.1.C.) NLT 06 JAN 06.

3.D.1.AI.2. (U) DIRECT REPORT USAGS WITH UNIT MOVES LISTED IN PARAGRAPHS 3.D.2., AND 3.D.6. – 3.D.10. BELOW WILL PROVIDE A BRIEFING (ELECTRONIC FORMAT) ON FY06 STATIONING AND RESULTING FY07 INSTALLATION CLOSURE, USAG REALIGNMENT, USAG DISCONTINUANCE ACTIONS IN THEIR AOR.

3.D.1.AI.2.A. (U) FORMAT OF DIRECT REPORT USAGS' PRESENTATIONS WILL BE AS FOLLOWS:

3.D.1.AI.2.A.1. (U) CURRENT AND FUTURE SITUATION. (ONE SLIDE WITH SITUATION NOW AND SITUATION AT END OF CY06.)

3.D.1.AI.2.A.2. (U) GARRISON-UNIQUE ISSUES.

3.D.1.AI.2.A.3.(U) RESOURCE NEEDS IN RELATION TO PREVIOUSLY-DISCUSSED UNIT MOVES.

3.D.1.AI.2.A.4. (U) LOGISTICAL ISSUES, PROJECTED CHALLENGES, POTENTIAL GAPS AND SHORTFALLS. RED/GREEN/AMBER BUBBLE CHART FOR CURRENT AND FUTURE SITUATION FOR EACH DIRECTORATE.

3.D.1.AI.2.A.5.(U) COORDINATION (WITH OTHER GARRISONS AND/OR OUTSIDE ORGANIZATIONS). BOTH CURRENT AND REQUIRED

3.D.1.AI.2.A.6. (U) WAY AHEAD.

3.D.2. (U) USAG FRANCONIA.

3.D.2.A. (U) EXECUTE GARRISON OPERATIONS FOR INACTIVATION OF THE FOLLOWING UNITS IAW AE PAM 220-5, COMMANDER'S CHECKLIST FOR RESTRUCTURING/REBASING [HTTPS://WWW.G3.HQUSAREUR.ARMY.MIL/](https://www.g3.hqusareur.army.mil/), GARRISON COMMANDER'S TENANT UNIT INACTIVATION CHECKLIST

3.D.2.A.1. (U) HHB, 1ID DIVARTY NLT 15 JUN 06,

3.D.2.A.2. (U) HHC, 1ID DIVENG NLT 15 JUL 06,

3.D.2.A.3. (U) 510TH EN DET NLT 15 JUL 06,

3.D.2.A.4. (U) 517TH EN DET NLT 15 JUL 06,

3.D.2.A.5. (U) 701ST MSB NLT 15 JUL 06,

3.D.2.A.6. (U) 121ST SIG BN (-) NLT 15 JUL 06,

3.D.2.A.7. (U) 1ST MP CO (-) NLT 15 JUL 06,

3.D.2.A.8. (U) A DET, 38 PSB NLT 15 AUG 06,

3.D.2.A.9. (U) POSTAL, 3/38 PSB NLT 15 AUG 06,

3.D.2.A.10. (U) HHD, A & E DETS, 106 FIN BN NLT 15 AUG 06,

3.D.2.A.11. (U) HHC 12 AVN BDE NLT 15 AUG 06,

3.D.2.A.12. (U) 17 SIG BN (-) NLT 15 SEP 06,

3.D.2.A.13. (U) 560 MP CO (-) NLT 15 SEP 06,

3.D.2.A.14. (U) 523 DEN CO NLT 01 OCT 06,

3.D.2.A.15. (U) 67 CSH NLT 15 OCT 06.

3.D.2.B. (U) EXECUTE GARRISON OPERATIONS FOR REDEPLOYMENT TO CONUS OF THE FOLLOWING UNITS IAW AE PAM 220-5, COMMANDER'S CHECKLIST FOR RESTRUCTURING/REBASING [HTTPS://WWW.G3.HQUSAREUR.ARMY.MIL/](https://www.g3.hqusareur.army.mil/), GARRISON COMMANDER'S TENANT UNIT REDEPLOYMENT CHECKLIST

3.D.2.B.1. (U) 1-1 ATK BN NLT 16 MAR 06,

3.D.2.B.2. (U) 5-158 AVN BN (-) (HHC, A CO, E CO) NLT 15 JUN 06,

3.D.2.B.3. (U) A CO 2-1 AVN NLT 15 JUN 06,

3.D.2.B.4. (U) 101 MI BN (-), HHC, A, AND B CO NLT 15 JUL 06,

3.D.2.B.5. (U) HHC 1ID DISCOM NLT 15 JUL 06,

3.D.2.B.6. (U) ON ORDER, 6-52 ADA.

3.D.2.B.7. (U) ON ORDER, 549 MNT CO.

3.D.2.B.8. (U) HHC 1ID NLT 15 JUL 06,

3.D.2.B.9. (U) 1ID BAND NLT 15 JUL 06.

3.D.2.C. (U) EXECUTE GARRISON OPERATIONS FOR RELOCATION IN THEATER OF THE FOLLOWING UNITS IAW AE PAM 220-5, COMMANDER'S CHECKLIST FOR RESTRUCTURING/REBASING [HTTPS://WWW.G3.HQUSAREUR.ARMY.MIL/](https://www.g3.hqusareur.army.mil/), GARRISON COMMANDER'S TENANT UNIT RELOCATION CHECKLIST

3.D.2.C.1. (U) HQ 147 ORD CO (MAINT) FROM KITZINGEN TO ILLESHEIM NLT 15 JUN 06,
3.D.2.C.2. (U) B CO 7-159 AVIM FROM GIEBELSTADT TO ILLESHEIM NLT 15 AUG 06,
3.D.2.C.3. (U) 3-158 AVN FROM GIEBELSTADT TO KATTERBACH NLT 15 AUG 06,
3.D.2.C.4. (U) F/159 AVN FROM GIEBELSTADT TO ILLESHEIM NLT 15 AUG 06,
3.D.2.C.5. (U) 67 FST FROM GIEBELSTADT TO LANDSTUHL NLT 15 SEP 06,
3.D.2.C.6. (U) 12TH CM CO AND 2 BIDS PLATOONS (WNEDX1, WNEDX2) TO
GRAFENWOEHR NLT SEP 06,
3.D.2.C.7. (U) 212 MP CO (-) FROM KITZINGEN TO WIESBADEN NLT 15 AUG 06. THE
HEADQUARTERS AND 1ST PLATOON WILL MOVE FROM KITZINGEN, AND 2ND PLATOON
WILL MOVE FROM SCHWEINFURT TO WIESBADEN.
3.D.2.C.8. (U) HHC 3-58 ATS BN FROM GIEBELSTADT TO LEIGHTON NLT SEP 06.
3.D.2.C.9. (U) BPT TO RELOCATE 69 SIG BN FROM WUERZBERG TO GRAFENWOEHR IN
FY06 OR FY07.

3.D.2.D. (U) EXECUTE GARRISON OPERATIONS FOR RELOCATION IN THEATER TO
INCLUDE RECEPTION, STATIONING AND INTEGRATION OPERATIONS OF THE
FOLLOWING UNITS.

3.D.2.D.1. (U) HHB 69 ADA BDE FROM GIEBELSTADT TO LEIGHTON NLT SEP 06.
3.D.2.D.2. (U) 72 MED DET (-) FROM GIEBELSTADT TO LEIGHTON NLT 15 SEP 06.
3.D.2.D.3. (U) 3-158 AVN FROM GIEBELSTADT TO KATTERBACH NLT 15 AUG 06
3.D.2.D.4. (U) HQ 601 DASB IN ANSBACH FROM KATTERBACH TO SHIPTON AS FORMER
6-52 ADA FACILITIES BECOME AVAILABLE.
3.D.2.D.5. (U) HQ 147 ORD CO (MAINT) FROM KITZINGEN TO ILLESHEIM NLT 15 JUN 06

3.D.2.E. (U) EXECUTE GARRISON RECEPTION, STATIONING AND INTEGRATION
OPERATIONS FOR RELOCATION IN THEATER OF THE FOLLOWING UNITS.

3.D.2.E.1. (U) 173 CSC FROM VICENZA TO BAMBERG NLT 16 SEP 06.
3.D.2.E.2. (U) DESIGNATED PERSONNEL AND EQUIPMENT FROM D/319TH FA FROM
VICENZA TO BAMBERG NLT 16 AUG 06.

3.D.2.F. (U) PREPARE FOR DISCONTINUANCE OF USAG FRANCONIA 1ST QUARTER FY07
IAW IMA-EURO MEMO FOR COMMANDER, 98 ASG, SUBJ: DISCONTINUANCE OF USAG
FRANCONIA, DATED 13 SEP 05.

3.D.2.G. (U) EXECUTE GARRISON INSTALLATION CLOSURE AND GARRISON
DISCONTINUANCE OPERATIONS IAW GARRISON COMMANDER'S INSTALLATION
CLOSURE AND GARRISON INACTIVATION CHECKLIST.

3.D.2.H. (U) TRANSFER COMMAND AND CONTROL OF USAG ANSBACH, USAG
BAMBERG, AND USAG SCHWEINFURT TO IMA-EURO NLT 01 OCT 06

3.D.2.I. (U) TRANSFER BASE SUPPORT RESPONSIBILITY FOR LEIGHTON BARRACKS,
AND WUERZBURG HOSPITAL TO USAG SCHWEINFURT NLT 01 OCT 06.

3.D.2.J. (U) ASSIST USAG SCHWEINFURT IN STAFFING A REAL PROPERTY CLOSURE
TEAM NLT 01 OCT06.

3.D.3. (U) USAG SCHWEINFURT.

3.D.3.A. (U) ICW IMA-EURO ESTABLISH TRANSITION TO DIRECT REPORT USAG
REQUIREMENTS AND EXECUTE TRANSITION NLT 01 OCT 06.

3.D.3.B. (U) ASSUME BASE SUPPORT RESPONSIBILITY FOR LEIGHTON BARRACKS,
AND WUERZBURG HOSPITAL AT THE END OF PHASE IV, BUT NLT 01 OCT 06.

3.D.3.C. (U) STANDUP A REAL PROPERTY CLOSURE TEAM FOR THE FINAL TURNOVER
OF USAG FRANCONIA CLOSING INSTALLATIONS TO THE HOST NATION.

3.D.3.D. (U) DURING PHASE V CONDUCT JOINT FACILITY INSPECTIONS OF INSTALLATIONS IN KITZINGEN, GIEBELSTADT, AND WUERZBURG, EXCEPT LEIGHTON BARRACKS, AND WUERZBURG HOSPITAL WITH THE HOST NATION IAW GARRISON COMMANDER'S INSTALLATION CLOSURE AND GARRISON INACTIVATION CHECKLIST.

3.D.3.D.1. (U) COORDINATE WITH IMA-EURO REAL ESTATE BRANCH FOR JOINT SITE INSPECTIONS, INVENTORIES AND DOCUMENTATION FOR PROPERTY TRANSFER TO HOST NATION.

3.D.3.D.2. (U) PROVIDE REAL PROPERTY AND UTILITIES SUBJECT MATTER EXPERTS WITH ACCESS TO ALL INSTALLATION FACILITIES.

3.D.3.D.3. (U) PROVIDE PERSONNEL TO ESCORT IMA-EURO REAL ESTATE BRANCH AND HOST NATION PERSONNEL THROUGH INSTALLATION FACILITIES AND CORRECT DEFICIENCIES.

3.D.3.E. (U) TURNOVER INSTALLATIONS IN KITZINGEN, GIEBELSTADT, AND WUERZBURG, EXCEPT LEIGHTON BARRACKS, AND WUERZBURG HOSPITAL TO THE HOST NATION NLT 31 DEC 06.

3.D.4. (U) USAG ANSBACH.

3.D.4.A (U) ICW IMA-EURO ESTABLISH TRANSITION TO DIRECT REPORT USAG REQUIREMENTS AND EXECUTE TRANSITION NLT 01 OCT 06.

3.D.5. (U) USAG BAMBERG.

3.D.5.A (U) ICW IMA-EURO ESTABLISH TRANSITION TO DIRECT REPORT USAG REQUIREMENTS AND EXECUTE TRANSITION NLT 01 OCT 06.

3.D.6. (U) USAG GRAFENWOEHR.

3.D.6.A. (U) EXECUTE GARRISON OPERATIONS FOR INACTIVATION OF THE FOLLOWING UNITS IAW AE PAM 220-5, COMMANDER'S CHECKLIST FOR RESTRUCTURING/REBASING [HTTPS://WWW.G3.HQUSAREUR.ARMY.MIL/](https://www.g3.hqusareur.army.mil/), GARRISON COMMANDER'S TENANT UNIT INACTIVATION CHECKLIST .

3.D.6.A.1. (U) 560 MP CO (-) NLT 15 SEP 06

3.D.6.A.2. (U) HHD, 21 MED DET (VET) NLT 01 OCT 06

3.D.6.B. (U) EXECUTE GARRISON OPERATIONS FOR REDEPLOYMENT TO CONUS OF THE FOLLOWING UNITS IAW AE PAM 220-5, COMMANDER'S CHECKLIST FOR RESTRUCTURING/REBASING [HTTPS://WWW.G3.HQUSAREUR.ARMY.MIL/](https://www.g3.hqusareur.army.mil/), GARRISON COMMANDER'S TENANT UNIT REDEPLOYMENT CHECKLIST.

3.D.6.B.1. (U) CADRE OF 3/1 BCT CADRE (-) NLT 15 JUL 06

3.D.6.B.2. (U) 94 EN BN NLT 15 AUG 06

3.D.6.B.3. (U) 377 HET CO (-) CADRE NLT 15 AUG 06

3.D.6.C. (U) EXECUTE GARRISON OPERATIONS FOR RELOCATION IN THEATER OF THE FOLLOWING UNITS

3.D.6.C.1. (U) 529 AMMO CO FROM VILSECK TO GRAFENWOEHR NLT 15 JUN 06

3.D.6.C.2. (U) 41 PLS CO FROM VILSECK TO GRAFENWOEHR NLT 15 JUN 06

3.D.6.C.3. (U) 561 DEN CO FROM VILSECK TO GRAFENWOEHR NLT 15 SEP 05.

3.D.6.D. (U) EXECUTE GARRISON RECEPTION, STATIONING AND INTEGRATION OPERATIONS FOR RELOCATION FROM CONUS OF THE STRYKER BRIGADE COMBAT TEAM 2 (SBCT2) TO VILSECK.

3.D.6.D.1. (U) PROVIDE OFFICE SPACE, INSTALLATION PROPERTY, AND NTV TO THE STRYKER RECEPTION AND FIELDING TEAM (RFT).

3.D.6.D.2. (U) ON ORDER, PROVIDE A FAMILY SUPPORT REPRESENTATIVE TO THE RFT RELOCATION BRANCH, WITH DUTY AT FT. LEWIS, WA.

3.D.6.D.3. (U) ON ORDER, PROVIDE AN OPERATIONS OFFICER TO THE RFT QUALITY OF LIFE (QOL) BRANCH, WITH DUTY AT VILSECK.

3.D.6.D.4. (U) ON ORDER, PROVIDE AN INSTALLATION PROPERTY SPECIALIST TO THE RFT EQUIPMENT BRANCH, WITH DUTY AT VILSECK.

3.D.6.D.5. (U) PROVIDE OCIE TO SBCT2 PERSONNEL DURING INPROCESSING. SBCT2 PERSONNEL WILL DRAW ALL OCIE FROM VILSECK CIF DURING INPROCESSING OF NEWLY ASSIGNED PERSONNEL. UIC LEVEL UNIT OCIE ISSUE WILL BE COORDINATED AS UNIT ISSUE FOR ALL PERSONNEL ARRIVING AS PART OF UNIT MOVE. UNITS ARE EXPECTED TO ARRIVE WITH ALL AUTHORIZED CDE, AND IPE, LESS JSLIST.

3.D.6.E. (U) EXECUTE GARRISON RECEPTION, STATIONING AND INTEGRATION OPERATIONS FOR RELOCATION IN THEATER OF THE FOLLOWING UNITS.

3.D.6.E.1. (U) 74 IN DET (LRSD) FROM VICENZA TO GRAFENWOEHR NLT 16 SEP 06.

3.D.6.E.2. (U) 12TH CM CO AND 2 BIDS PLATOONS (WNEDX1, WNEDX2) FROM KITZINGEN NLT SEP 06.

3.D.6.E.3. (U) BPT TO RELOCATE 69 SIG BN FROM WUERZBERG TO GRAFENWOEHR IN FY06 OR FY07.

3.D.7. (U) USAG HEIDELBERG.

3.D.7.A. (U) EXECUTE GARRISON OPERATIONS FOR INACTIVATION OF THE FOLLOWING UNITS IAW AE PAM 220-5, COMMANDER'S CHECKLIST FOR RESTRUCTURING/REBASING [HTTPS://WWW.G3.HQUSAREUR.ARMY.MIL/](https://www.g3.hqusareur.army.mil/), GARRISON COMMANDER'S TENANT UNIT INACTIVATION CHECKLIST .

3.D.7.A.1. (U) HHD, 510 PSB NLT 15 AUG 06

3.D.7.A.2. (U) 1-27 FA BN (MLRS) NLT 15 AUG 06

3.D.7.A.3. (U) B DET, 39 FIN BN NLT 15 AUG 06

3.D.7.A.4. (U) 1-27 FA BN (MLRS) NLT 15 AUG 06

3.D.7.A.5. (U) 560 MP CO NLT 15 SEP 06

3.D.7.A.6. (U) 578 SIG CO NLT 15 SEP 06

3.D.7.A.7. (U) 165 MI (HHC AND A CO) NLT 15 SEP 06

3.D.7.B. (U) EXECUTE GARRISON RECEPTION, STATIONING AND INTEGRATION OPERATIONS FOR RELOCATION IN THEATER OF THE FOLLOWING UNITS.

3.D.7.B.1. (U) 127 MP CO (-) (HEADQUARTERS AND TWO PLATOONS) FROM HANAU TO DARMSTADT NLT 15 AUG 06.

3.D.7.B.2. (U) 67 FST FROM GIEBELSTADT TO LANDSTUHL NLT 15 SEP 06.

3.D.8. (U) USAG HESSEN.

3.D.8.A. (U) EXECUTE GARRISON OPERATIONS FOR INACTIVATION OF THE FOLLOWING UNITS IAW AE PAM 220-5, COMMANDER'S CHECKLIST FOR RESTRUCTURING/REBASING [HTTPS://WWW.G3.HQUSAREUR.ARMY.MIL/](https://www.g3.hqusareur.army.mil/), GARRISON COMMANDER'S TENANT UNIT INACTIVATION CHECKLIST .

3.D.8.A.1. (U) 71 MISSILE MNT CO NLT 15 JUN 06

3.D.8.A.2. (U) A DET, 39 FIN BN NLT 15 AUG 06

3.D.8.A.3. (U) 560 MP CO NLT 15 SEP 06

3.D.8.B. (U) EXECUTE GARRISON OPERATIONS FOR REDEPLOYMENT TO CONUS OF THE FOLLOWING UNITS IAW AE PAM 220-5, COMMANDER'S CHECKLIST FOR

RESTRUCTURING/REBASING [HTTPS://WWW.G3.HQUSAREUR.ARMY.MIL/](https://www.g3.hqusareur.army.mil/), GARRISON
COMMANDER'S TENANT UNIT REDEPLOYMENT CHECKLIST.

3.D.8.B.1. (U) 1-501 ATK BN NLT 01OCT 05

3.D.8.B.2. (U) BPT TO REDEPLOY HHC 1AD AVN BDE NLT 16 AUG 06.

3.D.8.B.3. (U) BPT TO REDEPLOY 2-501 AVN BN NLT 16 AUG 06.

3.D.8.B.4. (U) BPT TO REDEPLOY 127 DASB NLT 16 AUG 06.

3.D.8.B.5. (U) BPT TO REDEPLOY A/3-58 ATS NLT 16 AUG 06

3.D.8.C. (U) EXECUTE GARRISON OPERATIONS FOR RELOCATION IN THEATER OF THE
127TH MP CO (-) (HEADQUARTERS AND TWO PLATOONS) FROM HANAU TO DARMSTADT
NLT 15 AUG 06.

3.D.8.D. (U) EXECUTE GARRISON RECEPTION, STATIONING AND INTEGRATION
OPERATIONS FOR RELOCATION IN THEATER OF THE 212 MP CO (-) FROM KITZINGEN
AND SCHWEINFURT TO WIESBADEN NLT 15 AUG 06.

3.D.9. (U) USAG BENELUX EXECUTE GARRISON OPERATIONS FOR INACTIVATION OF
79 MED DET (VET) NLT 01 OCT 06 IAW AE PAM 220-5, COMMANDER'S CHECKLIST FOR
RESTRUCTURING/REBASING [HTTPS://WWW.G3.HQUSAREUR.ARMY.MIL/](https://www.g3.hqusareur.army.mil/), GARRISON
COMMANDER'S TENANT UNIT INACTIVATION CHECKLIST .

3.D.10. (U) USAG VICENZA.

3.D.10.A. (U) EXECUTE GARRISON OPERATIONS FOR RELOCATION IN THEATER OF
THE FOLLOWING UNITS IAW AE PAM 220-5, COMMANDER'S CHECKLIST FOR
RESTRUCTURING/REBASING [HTTPS://WWW.G3.HQUSAREUR.ARMY.MIL/](https://www.g3.hqusareur.army.mil/), GARRISON
COMMANDER'S TENANT UNIT RELOCATION CHECKLIST.

3.D.10.A.1. (U) 173 CSC FROM VICENZA TO BAMBERG NLT 16 SEP 06.

3.D.10.A.2. (U) 74 IN DET (LRSD) FROM VICENZA TO GRAFENWOEHR NLT 16 SEP 06.

3.D.10.A.3. (U) DESIGNATED PERSONNEL AND EQUIPMENT FROM D/319TH FA FROM
VICENZA TO BAMBERG NLT 16 AUG 06.

3.D.10.A.4. (U) BPT TO RELOCATE ADDITIONAL UNITS FROM VICENZA IN SUPPORT OF
173 CONVERSION.

3.D.11. (U) U.S. ARMY TRANSPORTATION MANAGEMENT CENTER – EUROPE (USATMC-
E).

3.D.11.A. (U) AS NECESSARY, CONDUCT ITO TRAINING AND CONTINUE TO PROVIDE
UPDATED INFORMATION ELECTRONICALLY THROUGHOUT THE COURSE OF THIS
OPERATION.

3.D.11.B.(U) AS REQUIRED, DEVELOP ALTERNATE PLANS AND PROCEDURES
PERSONAL PROPERTY THAT MAY BE PART OF DEPLOYMENT STORAGE.

3.D.11.C. (U) MONITOR GARRISON ITO PREPARATIONS FOR MOVEMENTS RELATED TO
THE STRUCTURE CHANGES FOR EARLY IDENTIFICATION OF PROBLEMS AND
CONFLICT RESOLUTION.

3.D.11.D. (U) ADVISE CARRIER AGENTS ON THE ESTIMATES OF TOTAL INBOUND AND
OUTBOUND WORKLOAD.

3.D.11.E. (U) RESOLVE AND MANAGE ACTIONS PERTAINING TO INSTALLATION ACCESS
OF COMMERCIAL CARRIER AGENTS.

3.D.11.F. (U) MAINTAIN A FORECAST OF THE NUMBER OF MOVES PER DAY BY
INSTALLATION.

3.D.11.G. (U) ENSURE SUFFICIENT QUALITY CONTROL INSPECTORS ARE AVAILABLE
AT EACH INSTALLATION.

3.E. (U) COORDINATING INSTRUCTIONS.

3.E.1. (U) UNITS INACTIVATING, REDEPLOYING, OR RELOCATING.

3.E.1.A. (U) REVIEW APPROPRIATE CHECKLIST, AE PAM 220-5, COMMANDER'S CHECKLIST FOR RESTRUCTURING/REBASING

[HTTPS://WWW.G3.HQUSAREUR.ARMY.MIL/](https://www.g3.hqusareur.army.mil/), UNIT COMMANDER'S INACTIVATION CHECKLIST, INSTALLATION TAB, UNIT COMMANDER'S REDEPLOYMENT CHECKLIST, INSTALLATION TAB, UNIT COMMANDER'S RELOCATION CHECKLIST, INSTALLATION TAB.

3.E.1.B. (U) TRANSFER ALL ASSIGNED INSTALLATION AND REAL PROPERTY PRIOR TO INACTIVATION, REDEPLOYMENT, OR RELOCATION AND RESOLVE ALL ADJUSTMENTS PRIOR TO RELEASE OF RESPONSIBLE HAND RECEIPT HOLDERS.

3.E.2. (U) LOSING AND GAINING INSTALLATIONS SYNCHRONIZE UNIT RELOCATIONS IN THEATER.

3.E.3. (U) DIRLAUTH USAG ANSBACH, USAG BAMBERG, USAG SCHWEINFURT, AND IMA-EURO FOR USAG REALIGNMENT.

4. (U) LOGISTICS. SEE APPENDIX 2 INSTALLATION LOGISTICS TO ANNEX D TO USAREUR OPORD #0006-05, ARMY IN EUROPE REBASING AND RESTRUCTURING.

5. (U) COMMAND AND SIGNAL.

5.A. (U) COMMAND. NORMAL CHAIN OF COMMAND WILL REMAIN IN EFFECT PHASES I – IV. DURING PHASE IV COMMAND AND CONTROL OF USAG ANSBACH, USAG BAMBERG, AND USAG SCHWEINFURT TRANSFERS TO IMA-EURO DIRECT REPORT.

5.B. (U) SIGNAL.

5.B.1. (U) IMA-EURO POINTS OF CONTACT.

5.B.1.A. (U) MS. KATHLEEN AHSING, CHIEF, PLANS DIVISION, DSN: 370-3537.

5.B.1.B. (U) MR. WILLIAM DIETRICK, CHIEF, OPERATIONS DIVISION, DSN: 370-3548.

5.B.1.C. (U) ROC DRILL POC: MS PATRICIA JACKSON, STATIONING MANAGEMENT OFFICE, DSN: 370-7127, patricia.jackson6@us.army.mil

RUSSELL HALL
DIRECTOR
IMA-EUROPE REGION

OFFICIAL:

WILLIAM DIETRICK
CHIEF, OPERATIONS DIVISION

CHAPTER 1

1.1 General/Time Phasing

Central to your base closure planning is determining what to do, who will do it, and when it will be done. Thus, for the drawdown effort, we suggest you - through your base closure team/IMA counterparts - develop a comprehensive task list that clearly defines the drawdown actions of your installation's units and activities, including tenants. Fix responsibility for each task. Then, through network scheduling, develop a time-phased schedule with meaningful milestones. In this chapter you will find the Time Phased Closure Templates along with other supporting figures depicting closure time phasing. Once you have identified the tasks required for drawdown and closure, along with associated time estimates, you will want to develop your plan and publish a time-phased schedule. Please reference the 5 time phased development charts that are shown by Branch within this Handbook.

Host Nation requests for information, to include installation access, taking onsite photographs, and/or conducting onsite investigations must be:

1. In accordance with AER 190-16, Installation Access Control System (IACS), 22 March 2005.
 2. In accordance with NATO SOFA Supplementary Agreement (Art 53 and 53A) and Protocol of Signature re Art 53 (par 4*bis*- 6).
 3. All requested documents must be identified as FOUO (For Official Use Only) and are not to be released to the public while the US has control of the property.
 4. Information provided must not contain funding documents to include cost estimates.
 5. Requests for onsite photographs should be conducted in accordance with IACS and garrison Force Protection protocols.
 6. Onsite activities must be coordinated and approved in advance and IAW 1. and 2. above and prior to any onsite activity.
-

CLOSURE “TIMELINE” LEGEND

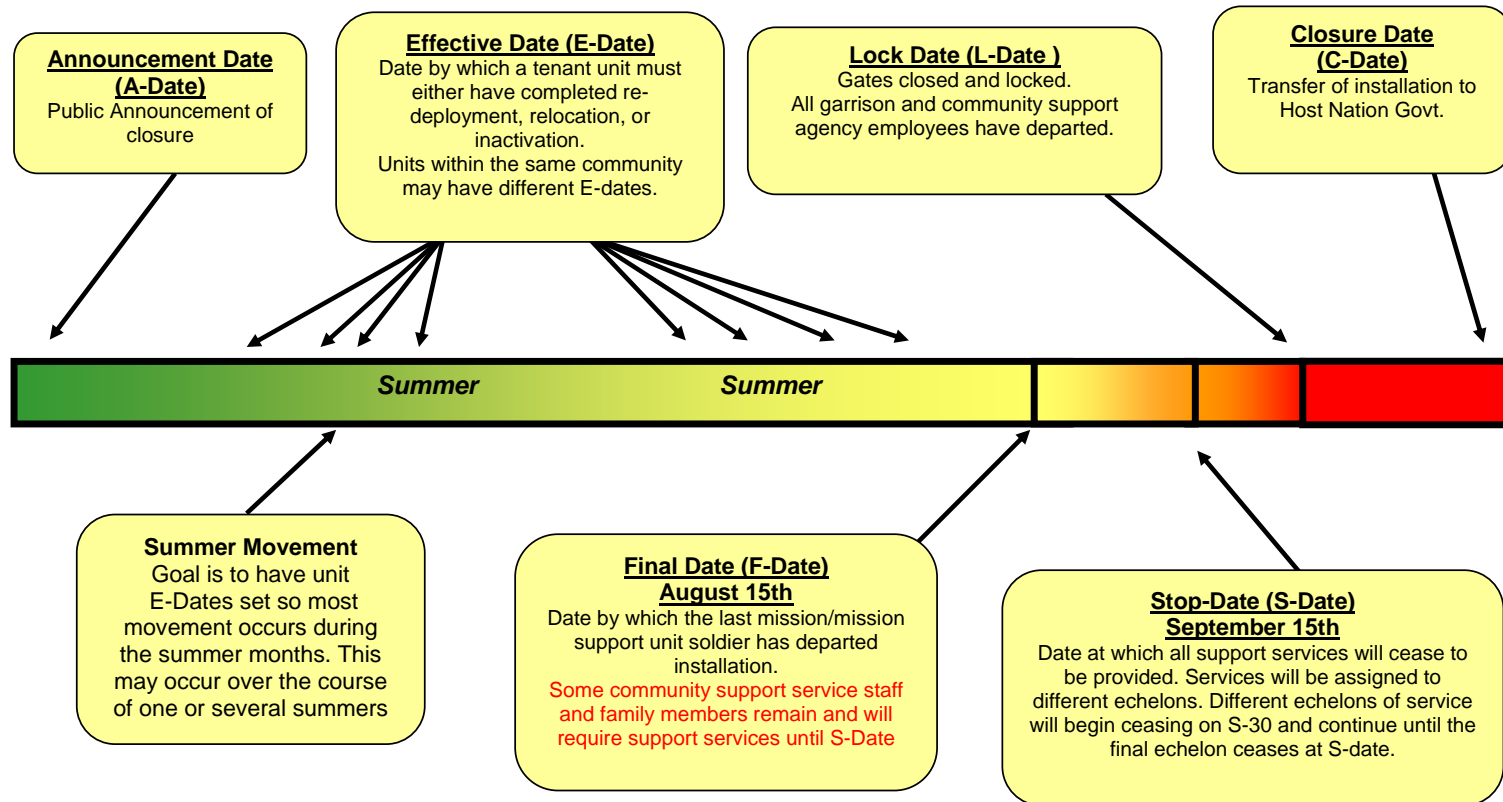


Figure 1-1. Closure Plan “Timeline” Legend

Figure 1-2. Closure Plan “Phased Timelines” Legend

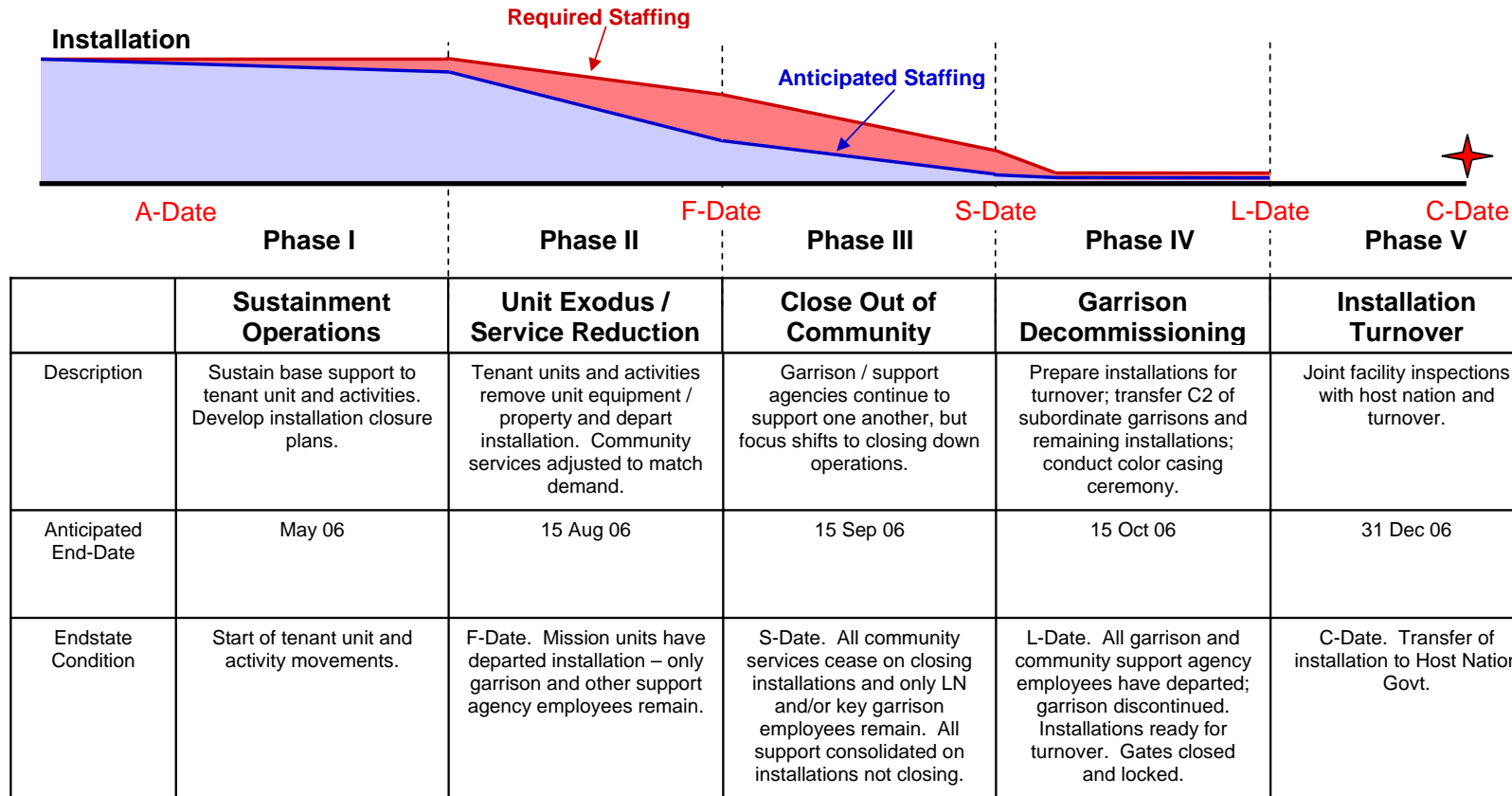


Figure 1-3. Master Closure Plan Matrix

The attached Matrix is a representation and projection of closure actions over time for DPW and is a composite of Checklists found in each of the following topic chapters and on the USAREUR website at:

<https://WWW.G3.HQUSAREUR.ARMY.MIL>

1.2 Host Nation Request for Information

Host Nation requests for information, to include installation access, taking onsite photographs, and/or conducting onsite investigations must be:

1. In accordance with AER 190-16, Installation Access Control System (IACS), 22 March 2005.
2. In accordance with NATO SOFA Supplementary Agreement (Art 53 and 53A) and Protocol of Signature re Art 53 (par 4bis- 6).
3. All requested documents must be identified as FOUO (For Official Use Only) and are not to be released to the public while the US has control of the property.
4. Information provided must not contain funding documents to include cost estimates.
5. Requests for onsite photographs should be conducted in accordance with IACS and garrison Force Protection protocols.
6. Onsite activities must be coordinated and approved in advance and IAW 1. and 2. above and prior to any onsite activity.

CHAPTER 2

Construction Programs Master Planning (& Engineering)

2.1 Closure Overview

Disposal of the site's real property can be viewed as the end product of the closure. The Engineering and Master Planning functions operate in close coordination to facilitate a timely cessation of construction and maintenance actions while preparing and validating facility/real property documentation required to turn over installations.

Prior to the turnover of real property it is necessary for the Engineering functions to curtail construction, renovation, and facility maintenance actions while supporting the necessary tenant activities.

Master Planning functions are linked to many facets of drawdown and closure. Phasing of service reductions is coordinated with Engineering, tenant activities, and outside agencies. Real Property capitalization records are verified and updated to provide at turnover.

Coordinated Engineering and Master Planning actions combine to provide the factual basis to support Residual Value negotiations after installation turnover to Real Estate Field Office (REFO) for disposal.

2.2 Milestones & Closure Planning Process Summary

2.2.1 Objectives

- Plan for the stand-down of operations at Army sites, located in Europe, in a timely, fiscally, and environmentally responsible manner
- Support the smooth transition of individuals, families and organizations.
- Develop a disposal plan along with the appropriate environmental documentations no later than 12 months from receipt of closure notice

2.2.2 Milestones and Decision Points

- Provide preannouncement planning
- Discontinue MILCON programming and design; review all ongoing projects pending cancellation
- Coordinate with EUD for receipt of final DD Forms 1354 for all Real Property construction projects and finalize any in-house "1354s" for locally executed construction
- Implement the phased reduction of services in such a manner as to provide appropriate support for remaining activities
- Conduct facility surveys to verify US investments and update Real Property record systems
- Schedule inspection and turnover of facilities from tenant activities to the Garrison

- Where Real Property will stay under US Army control, coordinate the transfer of all Engineering and Master Planning records to the receiving Garrison
- Where Real Property will be returned to the Host Nation, prepare and coordinate the transfer of Engineering and Master Planning documents to the REFO
- Clear the units and tenants from the installation pending transfer to the REFO or receiving Garrison as appropriate

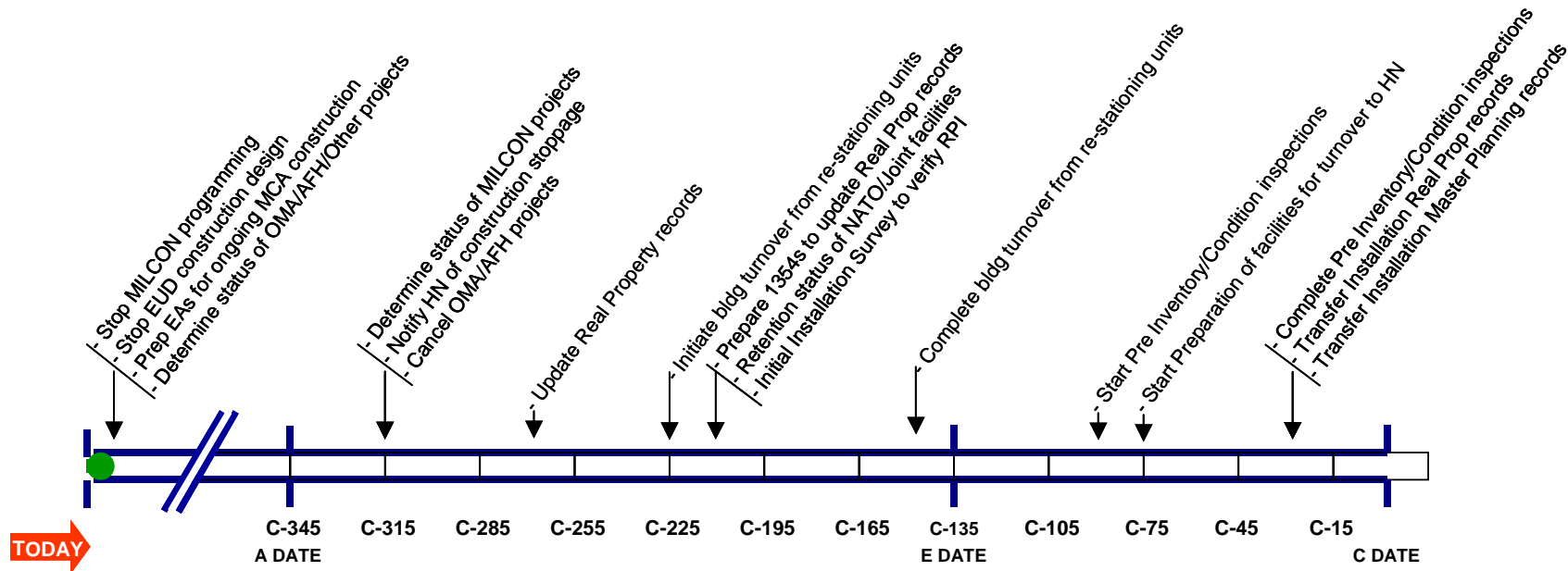
2.2.3 Primary Documents Generated

- Real Property data and records
- DD Form 1354, Transfer and Acceptance of Military Real Property
- Any necessary Master Planning documents

2.2.4 Installation Turnover

- Joint inspection with tenant activities and turnover to DPW
 - Personnel departed, gates closed
 - Garrison decommissioned
 - Facility/equipment records, building drawings, keys, etc., transferred to REFO or receiving Garrison
-

Figure 2-1. Construction Programs Master Planning Closure Plan - Timeline



- Monitor Project execution; limit construction when and where appropriate
- Validate Real Property Inventories
- Identify historical capital improvement investments to facilitate RV negotiations

Figure 2-2. Construction Programs Master Planning Closure Plan - Phased

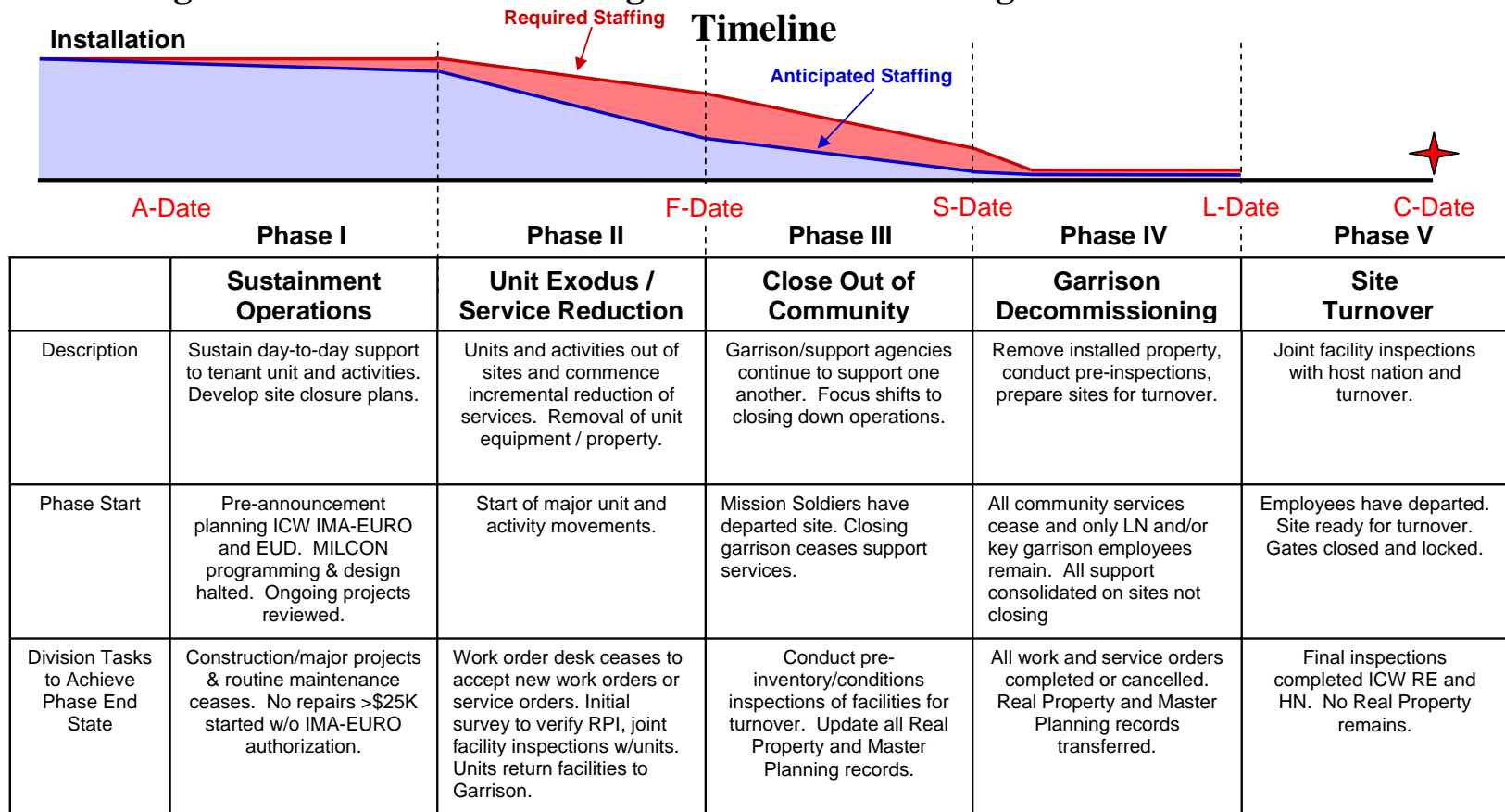


Figure 2-3. Construction Programs Master Planning Closure Checklist

Phase	From	To	Element	Detail	Responsibility
I	A-180	A-120	Submit Planning Documents	Submit proposals, ICW USAREUR G3, for installations to close to EUCOM for DOD coordination.	IMA-EURO PWD-C ICW USAREUR G3
I	A-180	A-120	Monitor Real Property Requirements & Projects	Notify US Army Engineer District, Europe to stop design work on all construction projects, including MCA, DODDS, AAFES, NATO, etc.	IMA-EURO PWD-C ICW EUD, GARRISON, AND TENANT ACTIVITIES
I	A-180	A-120	Monitor Real Property Requirements & Projects	Stop all MILCON programming (DODDS, MCA, NAF, AAFES, TSA, Medical). Stop all NATO programming if required	IMA-EURO PWD-C ICW EUD, GARRISON, AND TENANT ACTIVITIES
I	A	A+30	Monitor Real Property Requirements & Projects	Determine whether construction projects, regardless of funding source (e.g., MCA, UMMCA, NATO, AFH, PIF, TSA, DLA, MiR, DODDS, Medical, NAF, AAFES) should be cancelled, terminated or completed.	IMA-EURO PWD-C ICW EUD, GARRISON, AND TENANT ACTIVITIES
I	A	A+30	Monitor Real Property Requirements & Projects	Notify FMOC/FMOD/NATO of decision to stop all construction on installation designated for closure. (IMA-EURO-PW ICW LNO/USFLO)	IMA-EURO PWD-C ICW EUD, GARRISON, AND TENANT ACTIVITIES
II-III	A	C-210	Update and maintain Real Property Data and Plans	Ensure receipt of 1354s from EUD resident or area offices on additions and known improvements to facilities. Record improvements on real property records (AE Form 405-8B-R, when developed, include in-house construction). (Garrison ICW EUD)	GARRISON ICW EUD
II-III	A	C-210	Update and maintain Real Property Data and Plans	Conduct initial survey of installation to verify US investments are accurately recorded on real property records. (Garrison, IMA-EURO REFO)	GARRISON ICW IMA-EURO REFO
II-III	A	C-270	Update and maintain Real Property Data and Plans	Update US investments on real property records and IFS. Garrison ICW IMA-EURO.	GARRISON ICW IMA-EURO PWD-BUS OPS
III-IV	C-60	C-30	Update and maintain Real Property Data and Plans	When Garrison disbands: for real property remaining under US Army control, ensure transfer to Garrison assuming geographic area responsibility: real property cards and supporting files, IFS data (on tape), (Closing Garrison ICW Receiving Garrison)	Closing Garrison ICW Receiving Garrison
IV	C-60	C-30	Update and maintain Real Property Data and Plans	When Garrison disbands, for real property remaining under US Army control, ensure transfer to Garrison assuming geographic area responsibility: master plans, Army Stationing and Installation Plans (ASIP), ISR, installation design guides (IDGs) and basic information maps. (Closing Garrison ICW Receiving Garrison)	Closing Garrison ICW Receiving Garrison
IV	C-90	C-30	Clear units and tenants from facilities	Clear support activities from the installation. (Support Activities ICW Garrison)	Support Activities ICW Garrison
IV	C-90	C-30	Turn -over Facilities / Installations	Conduct Pre-inventory & Condition inspection of facility to estimate turnover potential and work to be done to prepare facilities for turnover. Verify/refine capital investment data on form 1354 summary print outs. Video tape potential problems. (Garrison ICW IMA-EURO REFO)	GARRISON ICW IMA-EURO REFO
IV	E-15	E-10	Turn -over Facilities / Installations	Receive real property from departing units (Garrison)	GARRISON ICW TENANT ACTIVITIES
IV	E-220	E-190	Clear units and tenants from facilities	Obtain personnel roster with departure dates from departing units (Garrison)	GARRISON ICW TENANT ACTIVITIES

A = Announcement Date (Date of public closure announcement)
E = Effective Date (Unit exodus)
F = Final Date (Mission/mission support unit soldiers departed)

S = Stop Date (Support services closed)
L = Lock Date (Gates closed and locked)
C = Closure Date (Transfer installation to Host Nation government)

Figure 2-4. Engineering Closure Checklist

Phase	From	To	Element	Detail	Responsibility
	A+120	A+180	Remove Equipment from Facilities	Plan for termination of equipment leases. (Garrison ICW RCO).	GARRISON
	A	A+30	Transfer or Dispose of DPW Equipment	Gaining Garrison receive and begin restructuring engineering automation systems data from closing Garrison. (Garrison ICW IMA-EURO)	GARRISON
	A	A+60	GENERAL	Determine needed budget changes and notify IMA-EURO of requirements. (Garrison ICW IMA-EURO)	GARRISON
	A	A+60	Manage Services and Service Contracts	Determine changes needed in service contracts and initiate appropriate contract modifications (Garrison ICW IMA-EURO and RCO)	GARRISON
	A	A+90	Manage Services and Service Contracts	Notify service contract vendors and receiving activities of contract changes. (IMA-EURO and Garrison ICW RCO)	REGION
	A	A+90	Manage Services and Service Contracts	Transfer service contracts as changes are completed. (IMA-EURO ICW RMO)	REGION
	A	C-210	Transfer or Dispose of DPW Equipment	Modify IMA-EURO Engineering Systems Automation contracts. Notify IMA/ACSIM of need to modify HQDA contracts. (IMA-EURO)	REGION
	A	C-270	Remove Equipment from Facilities	Develop plan for return of appliances, excess food service equipment, furniture, and frequency converters, and for cancellation of centralized service contracts. (IMA-EURO, LOG DIV ICW Garrison)	GARRISON
	C-90	C-60	Transfer or Dispose of DPW Equipment	Redistribute excess non-centrally managed items (NCMI) and RPMA supplies. Report NCMI excess thru Garrison to IMA-EURO, for disposition. Report excess centrally managed DPW equipment to USAREUR G4 , NTVO (for non-tactical vehicles) or 200th TAMMC (for com)	GARRISON
	C-60	C-30	Monitor Real Property Requirements Projects	When Garrison disbands, for real property remaining under US Army control, ensure transfer budget, programming and workload data to Garrison assuming geographic area responsibility. (Closing Garrison ICW Receiving Garrison)	GARRISON
	C-60	C-30	Transfer or Dispose of DPW Equipment	Back up UNISYS and INTEL/ATT data on tape. Move UNISYS/INTEL/ATT equipment and data and most personal computers to new site. Terminate most telecommunications/IDs. Activate new telecommunications lines where necessary. (Gaining Garrison ICW closing Gar	GARRISON
	C-120	C-210	Remove Equipment from Facilities	Identify excess appliances, furniture, food service equipment and frequency converters; request disposition instructions from IMA-EURO, Supply Management Center (SMC). (Garrison ICW IMA-EURO, SMC)	GARRISON
	C-150	C-120	Transfer or Dispose of DPW Equipment	Provide notification to terminate telecommunication lines for engineering systems. (Garrison ICW 5th Sig)???	GARRISON
	C-180	C-240	Transfer or Dispose of DPW Equipment	Coordinate engineering automation' systems modification/disposition (i.e., cancellation or modification of maintenance contracts, procedures for moving equipment, and transfer of data bases) . (IMA-EURO ICW Garrison)	REGION
		C-120	Remove Equipment from Facilities	Turn in or transfer excess appliances, furniture, food service equipment, and frequency converters. (Garrison ICW IMA-EURO, SMC)	GARRISON

		C-210	Remove Equipment from Facilities	Remove JSIIDS equipment from facilities and turn it in to Installation PBO. Wiring may remain in place. (Garrison)	GARRISON
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A = Announcement Date (Date of public closure announcement)
 E = Effective Date (Unit exodus)
 F = Final Date (Mission/mission support unit soldiers departed)
 S = Stop Date (Support services closed)
 L = Lock Date (Gates closed and locked)
 C = Closure Date (Transfer installation to Host Nation government)

CHAPTER 3

Environmental

3.1 Closure Overview

Although property disposal is the final tangible end product of closure, environmental issues may not end there. Even after the gates are locked and the keys handed over, there are some instances where the U.S. is bound by host nation agreement to remedy our environmental impacts after our C-dates. Environmental closure goals do not always leave a site “environmentally” clean, however it is not a closure goal to restore sites solely for the purpose of turnover.

Instead, environmental closure goals are to eliminate imminent health risks and potential legal liability for environmental projects. Imminent health risks are usually addressed by Class 1 environmental projects and normally are not a significant issue at time of closure, unless a recent contaminant release has occurred. Much of the legal liability is addressed by assisting IMA-EURO in the preparation of a required Environmental Conditions Report (ECR) describing the closing installation or site’s environmental condition at time of turnover. It is via the ECR that the host nation is alerted to known impacts or potential liabilities that cannot be rectified before closure. These potential liabilities are brought forth during the time of Real Property negotiations..

Further environmental closure goals are to remove all potential environmental liabilities such as hazardous materials (HM) and hazardous wastes (HW), and account for the condition of all storage tanks. With a good closure plan, all HM can be dispersed back into the supply system, and all HW disposed of through the DRMO. Storage tanks must be emptied, cleaned, and inspected before return to the host nation.

Plan early to meet environmental closure goals. Request an Environmental Project Review/Deconfliction meeting and an Environmental Status Report (ESR) kickoff meeting within the first 30 days of closure announcement. Update your HW/HM inventories early and frequently. Ensure the planning process includes conducting Environmental Reviews (OCONUS) for units restationing within Europe and NEPA (CONUS) for units returning to CONUS where operational changes as a result of unit moves, such as temporary field motor pools, new firing ranges, or new construction, will not impede the closure process.

In addition to this handbook, relevant closure details for program management can be found in the USAREUR 200-1 and the Commander’s Checklists for Base Closure:

<https://WWW.G3.HQUSAREUR.ARMY.MIL>

3.2 Milestones & Closure Planning Process Summary

3.2.1 Objectives

- Plan for the turnover of property at Army installations, in Europe, in a timely, fiscally and environmentally responsible manner.
- Reduce environmental liabilities to the extent possible within the remaining closure timeframe.
- Generate Environmental Status Reports (ESRs) for each closing site, usually by ARLOC (the ECR is included in this document):
 - Remove feasible, potential environmental impacts and identify existing and suspected environmental impacts at each facility by turnover time.
 - Assist IMA-EURO in determining environmental liability and potential residual value impacts that will remain at time of host nation turnover.
- Budget for and properly staff the closing installation's Environmental Division (projects and management) to meet closure requirements.
 - Review and deconflict with assistance from IMA-EURO all environmental projects.
 - Plan and budget for all environmental program needs to meet closure requirements.
- HM Dispersal and HW Disposal:
 - Ensure a smooth removal of all HW and HM in a safe and fiscally responsible manner. Work with your DRMO and Logistics to assure all HM and HW are removed well before closure and in accordance with regulations. Excess HM should be transported by the "owner" to the nearest HazMat Re-Use Center remaining open – proper packaging and transport is unit responsibility.
 - Perform HM/HW inventories early and regularly to assure proper dispersal for HM, and assure that HW disposal supplies and services are adequate up until turnover time.
 - Conduct Unit area real property walkthroughs to inspect for remaining HM/HW or spillage. Open all doors, including conexes and milvans, and ensure areas are clean and empty. Unit commanders must be held accountable for their areas. Make accountability a signature item required on commander's personal or Unit clearance papers.
- Storage tank accountability:
 - Identify the contents and record known conditions of storage tanks (above and below ground). Tanks must be emptied, cleaned, and inspected before return to the host nation unless there is a written exception acknowledged by the host nation.
- Plan for closing cleanup remedial action projects and/or operations or coordinate their transfer, to include long-term monitoring, to host nation. Identify those projects to transfer and start host nation coordination early.
- Archive and transfer all closing site's environmental documents IAW with ARMIS (AR 25-400-2) and applicable supporting Garrison and/or IMA-EURO. For cleanup projects, all supporting documents should be archived with the US Claims Service, Europe.

3.2.2 Milestones and Decision Points

- ESR:
 - Kick-off Meeting. ESRs initiated.
 - Submittal - Preliminary Pre-Inspection Draft Reports - support field investigations and review submissions.
 - Submittal - Pre-Inspection Draft Reports - support field investigations and review submissions.
 - U.S./Host Nation Joint Inspection at turnover time - participation by responsible garrison.
 - Submittal - Final Reports - revise post Joint Inspection, review and sign by responsible Garrison Commander.
- Environmental Program Projects and Management:
 - Deconfliction Meeting - program, plans, and projects reviewed, funding and manpower adjustments planned and budgeted adjusted to coincide with closure timeframe.
 - Class I environmental projects - necessary to prevent imminent risk to human health or the environment, funded and contracts adjusted for closure requirements.
 - Non-essential plans - projects and programs discontinued.
 - Environmental Enforcement Actions (ENFS) projects evaluated - contracts and budgets adjusted for closure requirements.
- HM/HW
 - HW/HM inventoried at all units/tenants/facilities for planning and budgeting.
 - HW/HM reuse/recycle/remove/disposal manpower, services/contracts adjusted per closure requirements.
 - Ensure HW/HM has been removed, and storage areas properly cleaned, prior to user/generator departure.
 - All HW/HM removed prior to returning property.
- Cleanup Remedial Action Projects/Operations
 - Projects identified for transfer. Usually done during Deconfliction Meeting.
 - Host Nation agreements modified to allow project cessation, as necessary.
 - Transfer projects approved and coordinated with Host Nation (through OFD in Germany).
 - Projects transferred to Host Nation or shut down.
- Environmental Documents
 - Archived and transferred according to supporting garrison, IMA-EURO and the U.S. Army Claims Service, Europe, requirements IAW ARIMS.

3.2.3 Primary Documents Generated

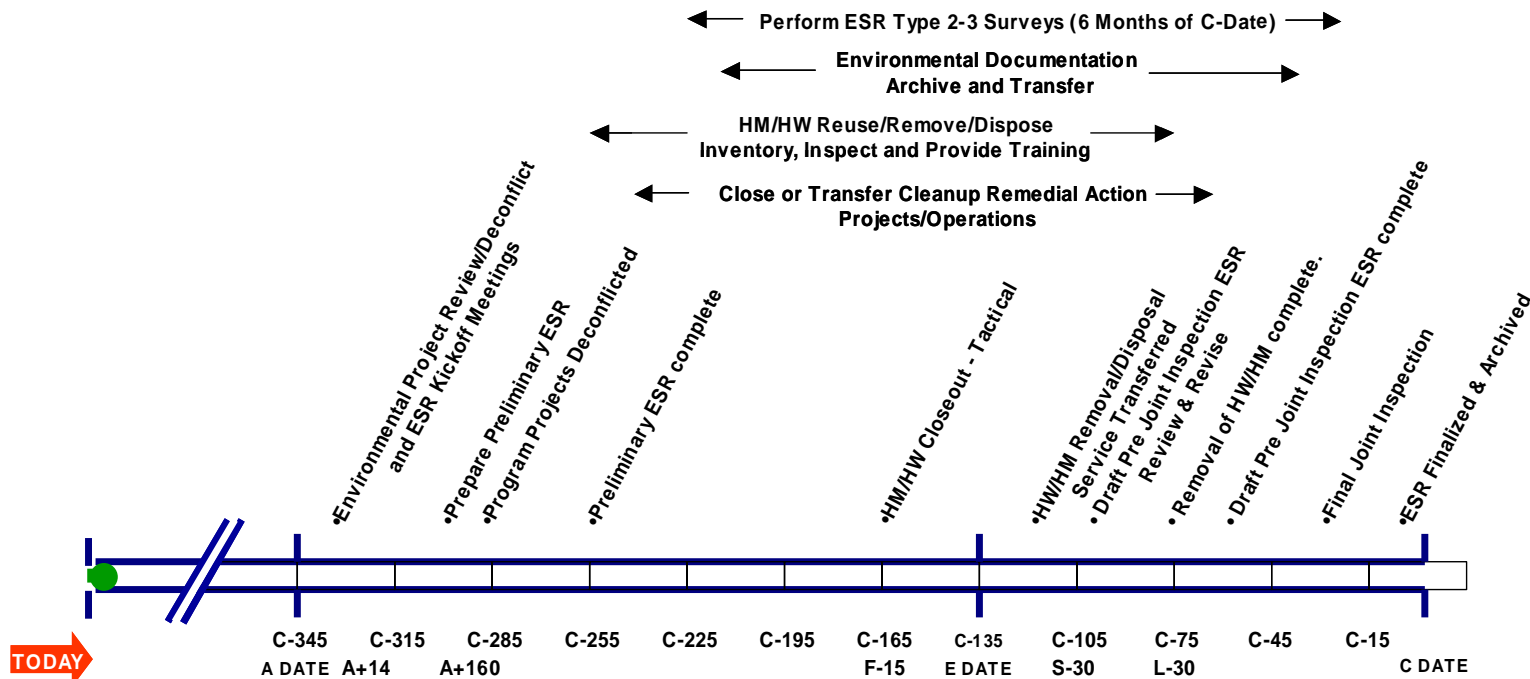
- ESR (usual one ESR/Type 1 per ARLOC)
 - Preliminary Pre-Inspection Draft
 - Pre-Inspection Draft
 - Final, post Joint Inspection
 - Supporting Types 1 to 3.
- Closing installation's (or site's) archived Environmental documents.

- Hazardous waste manifests, DRMO responsibility, assure proper archival.

3.2.4 Installation Turnover

- HW/HM removed prior to Joint Inspection.
 - Joint Inspection with host nation.
 - Revise, review and sign Final ESR, post Joint Inspection
 - Assure ESR and other environmental documents have been transferred and archived.
 - Transfer active remedial action projects/operations to host nation.
 - Transfer responsibility of Environmental programs to supporting garrison or IMA-EURO, as applicable.
-

Figure 3-1. Environmental Closure Plan - Timeline



- Adjust environmental projects and programs per closure requirements.
- Assist with preparation of Environmental Status Reports (ESRs).
- Assure reuse/removal/disposal of all Hazardous Materials and Wastes (HM/HW).
- Close, or transfer to Host Nation, cleanup remedial action projects/operations.
- Archive/transfer environmental documentation.

Figure 3-2. Environmental Closure Plan - Phased Timeline

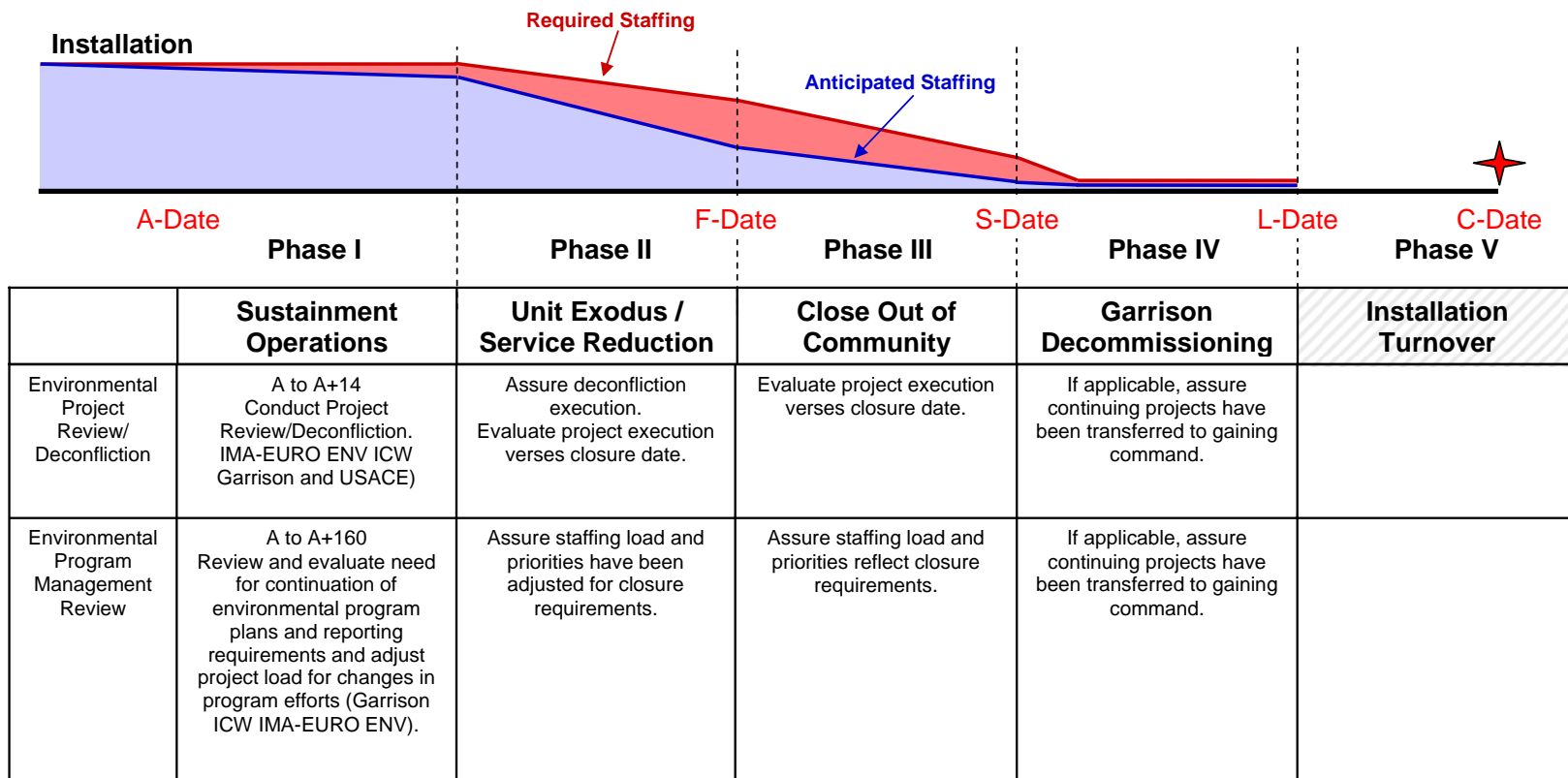


Figure 3-2. Environmental Closure Plan - Phased Timeline, *continued*

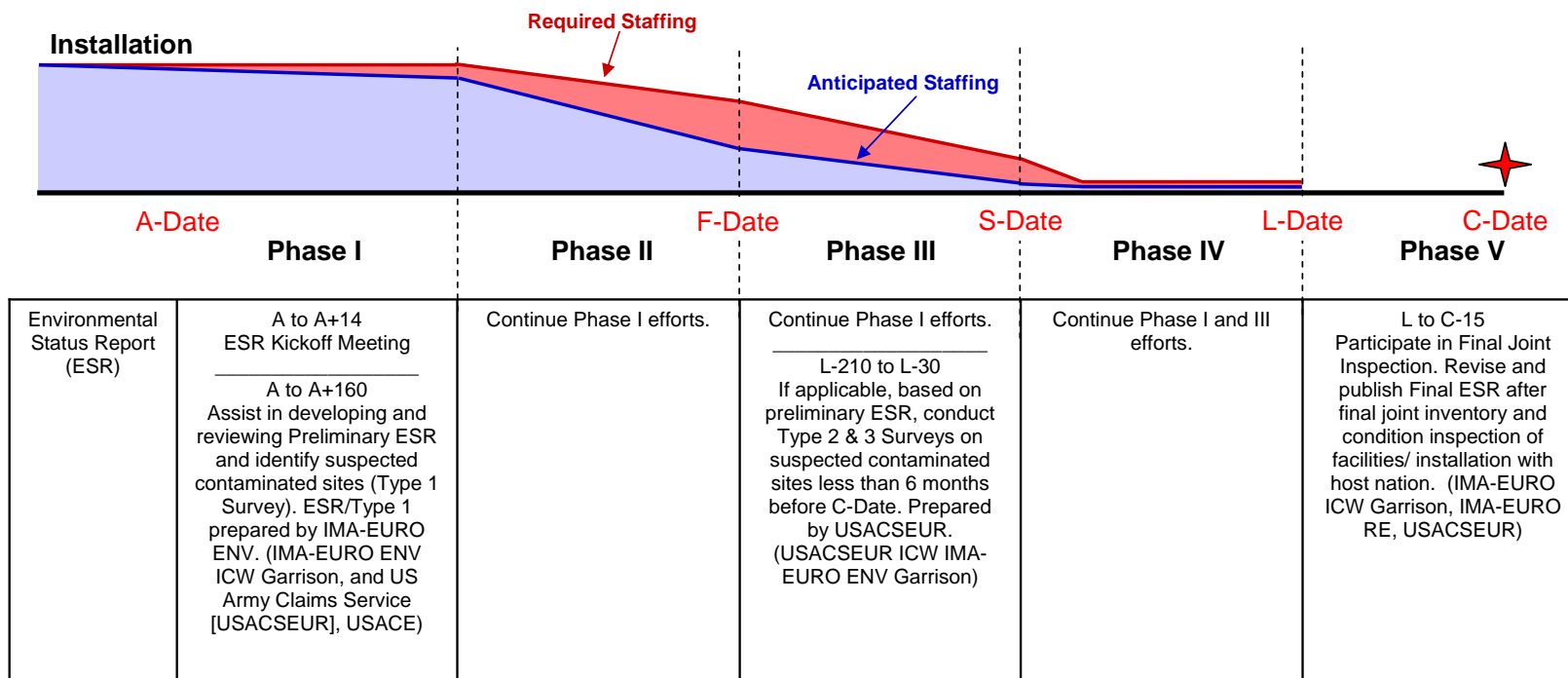


Figure 3-2. Environmental Closure Plan - Phased Timeline, *continued*

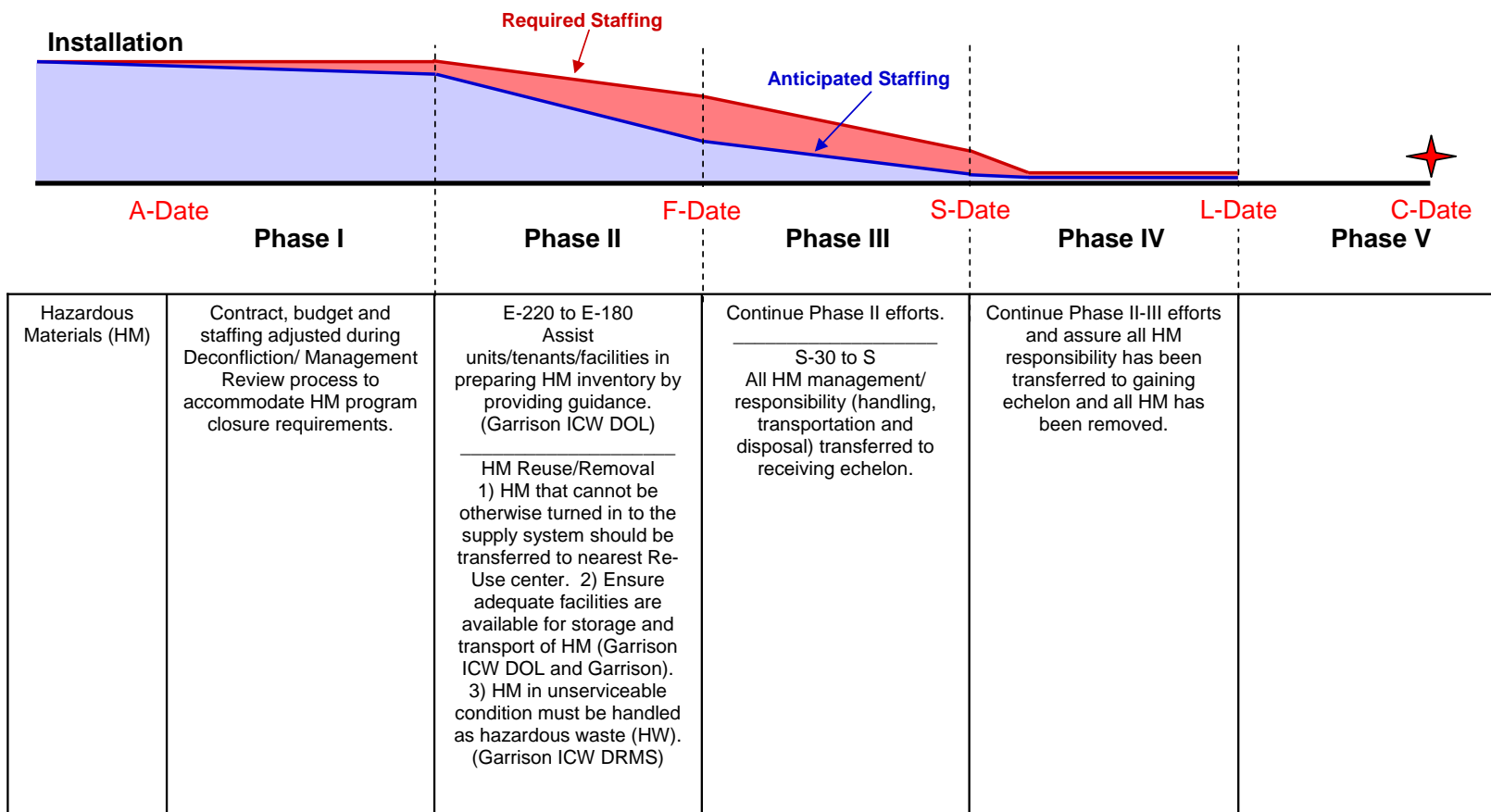


Figure 3-2. Environmental Closure Plan - Phased Timeline, *continued*

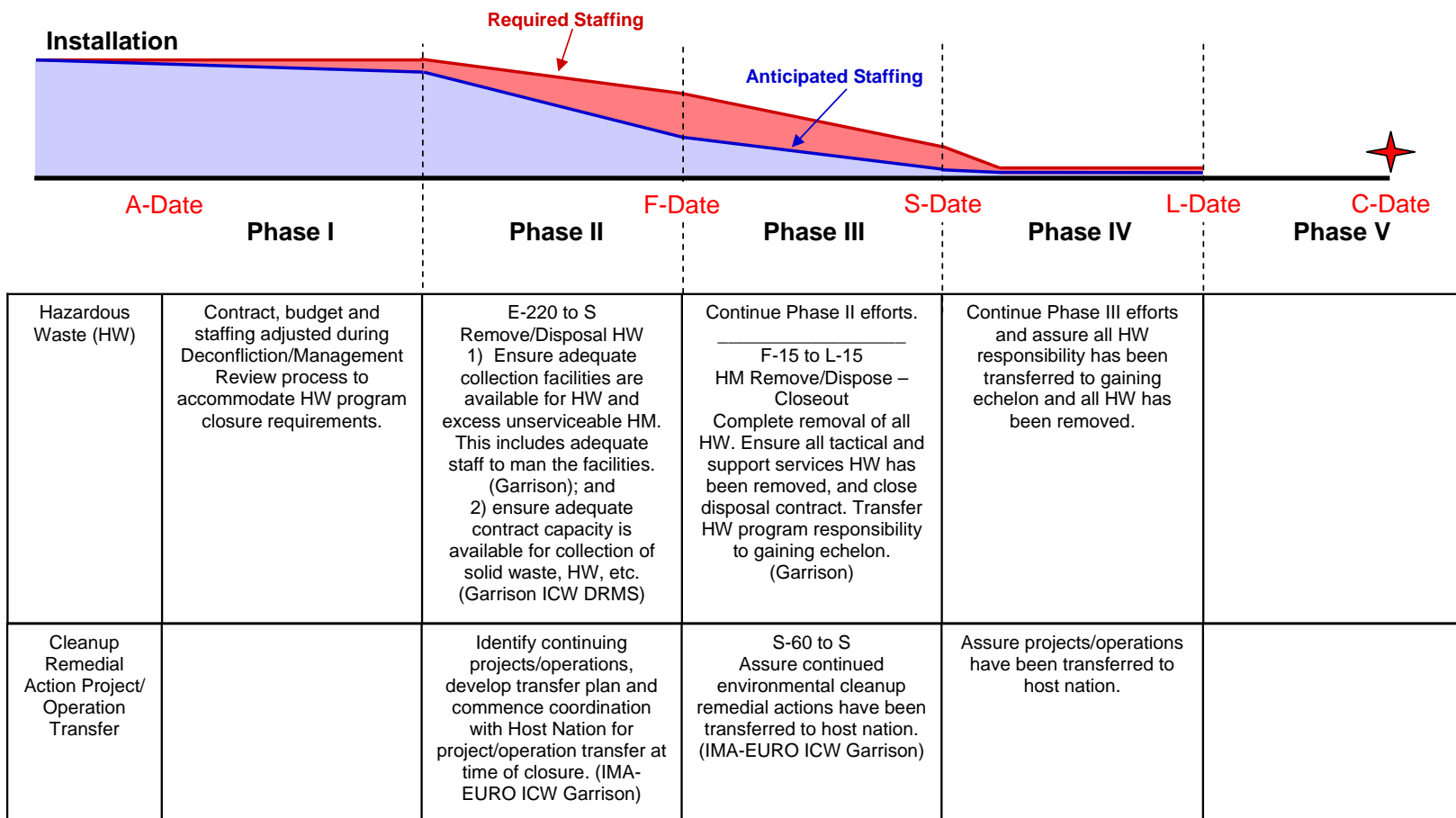


Figure 3-2. Environmental Closure Plan - Phased Timeline, *continued*

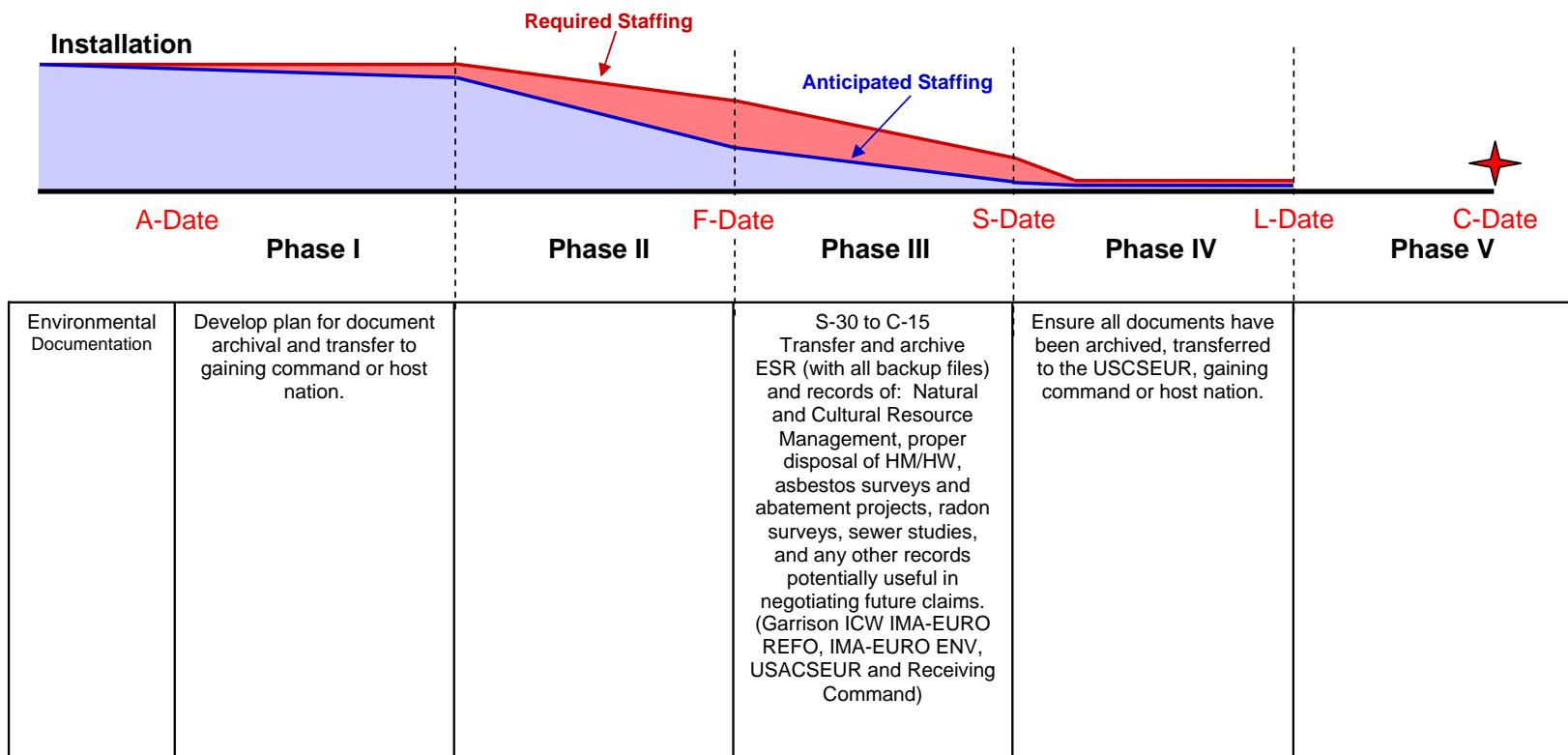


Figure 3-3. Environmental Closure Checklist

Phase	From	To	Element	Detail	Responsibility
I	A	A+14	Environmental Projects Review/Deconflict Meetings	Conduct Environmental Status Report (ESR) and Deconfliction Meetings. (IMA-EURO ENV ICW Garrison, and US Army Claims Service [USACSEUR], USACE)	Garrison DPW, Environmental Management Office (EMO) ICW IMA-EURO ENV 370-8125 or 370-6465 or 370-7231 References: AE 200-1 (USAREUR Environmental Quality Program), Ch 14
I	A	A+30	Environmental Projects - Manage/Review/Deconflict	Review and deconflict all programmed/funded environmental projects to determine continued need (Garrison ICW IMA-EURO ENV). - Identify any existing local or regional legal agreements which define environmental actions, projects, or which must continue after transfer regardless of user. Initiate modification of agreement where possible to allow project cessation. Where it is required that remedial action continues after closure, initiate discussions with OFD on ultimate assumption of these actions. - Cancel all non-essential projects and adjust contracts and budgets. - Evaluate Environmental Enforcement Actions (ENFS) projects and adjust contracts and budgets - Continue with Class I environmental projects necessary to prevent imminent risk to human health or the environment. Review other Class I projects IAW AR 200-1, Chapter 14.	Garrison DPW, EMO ICW IMA-EURO ENV 370-8125 or 370-6465 or 370-7231 References: AE 200-1 (USAREUR Environmental Quality Program), Ch 14
I	A	A+160	Environmental Program Management Review	Review and evaluate need for continuation of environmental program plans and reporting requirements and adjust project load for changes in program efforts (Garrison ICW IMA-EURO ENV).	Garrison DPW, EMO ICW IMA-EURO ENV 370-8125 or 370-6465 or 370-7231 References: AE 200-1 (USAREUR Environmental Quality Program), Ch 14
I	A	A+160	Environmental Status Report (ESR) - Develop Preliminary	Assist in developing and reviewing Preliminary ESR and identify suspected contaminated sites (Type 1 Survey). ESR/Type 1 prepared by IMA-EURO ENV. (IMA-EURO ENV ICW Garrison)	Garrison DPW, EMO ICW IMA-EURO ENV 370-8125 or 370-6465 or 370-7231 References: AE 200-1 (USAREUR Environmental Quality Program), Ch 14
II	E-220	E-180	Hazardous Materials (HM) - Inventory	Assist units/tenants/facilities in preparing HM inventory by providing guidance. (Garrison ICW DOL)	Coordinate with Garrison DPW EMO; Ref: FGS Chapter 5, HM. C5.3.4 HM Inventory
II-III	E-220	E-180	HM - Reuse/Removal	1) HM that cannot be otherwise turned in to the supply system should be transferred to nearest Re-Use center. 2) Ensure adequate facilities are available for storage and transport of HM (Garrison ICW DOL and Garrison). 3) HM in unserviceable condition must be handled as hazardous waste (HW). (Garrison ICW DOL and DRMS)	Coordinate with Garrison DPW EMO Ref: FGS Chapter 5, HM. C5.3.2 HM Dispense Areas and C5.3.3 HM Shipment
II-III	E-220	S	Hazardous Waste (HW) Remove/Disposal	1) Ensure adequate collection facilities are available for HW and excess unserviceable HM. This includes adequate staff to man the facilities. (Garrison); and 2) ensure adequate contract capacity is available for collection of solid waste, HW, etc. (Garrison ICW DRMS)	Coordinate with Garrison DPW EMO; Ref: FGS Chapter 6, Hazardous Waste, C6.3.3.8 Closure and Closure Plans; and C6.3.10 Hazardous Waste Disposal

III	S-30	S	HW Remove/Dispose - Service Transfer	All HW pickup and management transferred to receiving echelon.	Coordinate with Garrison DPW EMO; Ref: FGS Chapter 6, Hazardous Waste, C6.3.3.8 Closure and Closure Plans; and C6.3.10 Hazardous Waste Disposal
III-IV	F-15	L-15	HM/HW Remove/Dispose - Closeout	Complete removal of all HM/HW. Ensure all tactical and support services HM/HW has been removed and close disposal contract. (Garrison)	Coordinate with Garrison DPW EMO ICW DPW Environmental OfficeRef: FGS Chapter 6, Hazardous Waste. C6.3.3.8 Closure and Closure Plans; and C6.3.10 Hazardous Waste Disposal
II-IV	L-210	L-30	ESR - Conduct Type 2 & 3 Investigations	Based on Preliminary ESR and less than 6 months before C-Date, if applicable, conduct field work and prepare ESR Types 2 and 3 on suspected contaminated sites. Prepared by USACSEUR. (USACSEUR ICW IMA-EURO ENV Garrison)	Garrison DPW, EMO ICW IMA-EURO ENV 370-8125 or 370-6465 or 370-7231 References: AE 200-1 (USAREUR Environmental Quality Program), Ch 14
III	S-60	S	Cleanup Remedial Action Project/Operation Transfer	Assure continued environmental cleanup remedial actions have been transferred to host nation. (IMA-EURO ICW Garrison)	Garrison DPW, EMO ICW IMA-EURO ENV 370-8125 or 370-6465 or 370-7231 References: AE 200-1 (USAREUR Environmental Quality Program), Ch 14
III-V	S-30	C-15	Environmental Documentation - Transfer and Archive	When disbanding for real property turnover to host nation, insure archival requirements are attained and transferred, as applicable to USACSEUR and gaining command assuming geographic area responsibility or host nation, ESRs (with all backup files) and records of: Natural and Cultural Resource Management, records of hazardous material and wastes disposal, asbestos surveys and abatement projects, radon surveys, sewer studies, and any other records potentially useful in negotiating future claims. (Garrison ICW IMA-EURO REFO, IMA-EURO ENV, USACSEUR and Receiving Command)	Garrison DPW, EMO ICW IMA-EURO ENV 370-8125 or 370-6465 or 370-7231 References: AE 200-1 (USAREUR Environmental Quality Program), Ch 14, ARIMS (AR 25-400-2)
V	L	C-15	ESR - Revise/Publish Final	Revise and publish Final ESR after final joint inventory and condition inspection of facilities/installation with host nation. (IMA-EURO ICW Garrison, IMA-EURO RE, USACSEUR)	Garrison DPW, EMO ICW IMA-EURO ENV 370-8125 or 370-6465 or 370-7231 References: AE 200-1 (USAREUR Environmental Quality Program), Ch 14

A = Announcement Date (Date of public closure announcement)
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 L = Lock Date (Gates closed and locked)
 C = Closure Date (Transfer installation to Host Nation government)

8 Mar 2006

REFERENCES (Environmental)

Federal Governing Standards (FGS), Country Specific.

AR 25-400-2, Information Management – The Army Records Information Management System (ARIMS), 15 November 2004.

AER 200-1, Environmental Quality – USAREUR Environmental Protection and Enhancement, 09 December 1993.

AR 200-1, Environmental Quality - Environmental Protection and Enhancement, 21 March 1997.

CHAPTER 4

Operations and Maintenance

4.1 Closure Overview

The Military Community Commander is responsible for the maintenance and repair of the facilities under his control until turnover to the host nation authorities. During the transition period between announcement of a facility closure and turnover to the host nation authorities every effort must be made to reduce the cost of operations while maintaining the facility. To avoid damages to utility systems and reduce costs of operation measures must be taken to cancel utility service contracts and shut down utility systems prior to turn over.

4.2 Milestones & Closure Planning Process Summary

4.2.1 Objectives

- Coordinate and request termination of utility contracts and negotiate termination costs. All utilities services contracts such as water, sewer, and solid waste disposal should be reviewed and modified to reflect new forecasted requirements. Work should be coordinated with the representative of the IMA-Euro Utility Procurement Team (UPT), Regional Contracting, and Corps of Engineers (EUD).
- Terminate development of Energy saving Performance Contracts (ESPC) projects. IMA-Euro has seized development of new ESPC proposal. EUD will not consider any new development of ESPC proposal without IMA-Euro consensus.
- Consider buyout of existing ESPC task orders and develop timeline for termination. The termination plan will include termination cost in addition to the investment cost by the contractor.
- Coordinate desired condition of utilities upon turnover. Measures must be taken to reduce operations to match reduced demands. Shutdown unneeded facilities such that there will be no adverse impact on the building or the environment.
- Terminate ESPC task order.
- Issue termination notices to utility suppliers. Termination notices shall be given to the utility suppliers at least 90 days prior to installation turnover.
- Identify condition of utility through in-house assets or base maintenance contractor workforce. Garrison staff must have all necessary information concerning the existing condition of the utilities system by end of this phase.
- Redistribute excess refuse trucks and other NTVs.
- Coordinate final purchase of utility meter readings with suppliers, and prepare final billing meter record.

4.2.2 Milestones and Decision Points

- Garrison staff shall contact the Utilities Procurement Team (UPT) with the information on latest use and cost data on contracts and areas affected.

- Utilities Procurement Team will work with garrison staff to consolidate all information and request from the Directorate of Contracting for termination/modification to the contract(s).
- If negotiations are required the Contracting Officer will lead these negotiations with the participation of UPT and garrison POC.
- IMA-EURO will review and evaluate all ESPC proposals
- Contact EUD project manager who will develop a termination plan with the ESPC contractor.
- Same as on phase one. This will be discussed during the negotiation process. Garrison staff must have all necessary information concerning the existing condition of the utilities system.
- UPT request from the Contracting Officer to issue advance notice to the suppliers stating that we are planning to return the installation and request for reduction rates during the transition period wherever necessary and possible.
- Contact EUD and request to terminate ESPC projects. Ensure funds are available for contracting officer.
- The Contracting Officer will issue the termination notices once negotiations are concluded. Garrison will be notified by the Contracting Officer.
- Contact supplier to coordinate a date for final utility meter readings. Garrison POC will coordinate this action with the supplier.
- Contact EUD through IMA-Euro UPT and request the final payment of utility meter reading.
- Garrison staff must have all necessary information concerning the existing condition of the utilities system.
- Redistribute excess refuse trucks and other NTVs is as follows:

- Serviceable Excess Equipment:

Redistribution:

Items should be offered to other Garrisons in the same geographic area responsibility. Lateral Transfer of the Equipment must be done thru the supporting CIPB (Consolidated Installation Property Book) to the gaining unit (AR 735-5)

Turn in to SRA:

Remaining equipment **NOT** selected for transfer must be inspected and classified by the BMC (Base Maintenance Center). Serviceable classified equipment will be turned in to the supporting SRA (Stock Record Account) thru the CIPB. The SRA accepts the equipment and request "Disposition Instructions" from 200 MMC (i.e. send to depot, issue to customer, and dispose at DRMO, Defense Regional Marketing Office etc).

- Unserviceable Excess Equipment:

Turn in to SRA:

Equipment declared as unserviceable, usually condition code "H" (by BMC Inspectors) will be turned to the nearest DRMO thru the supporting

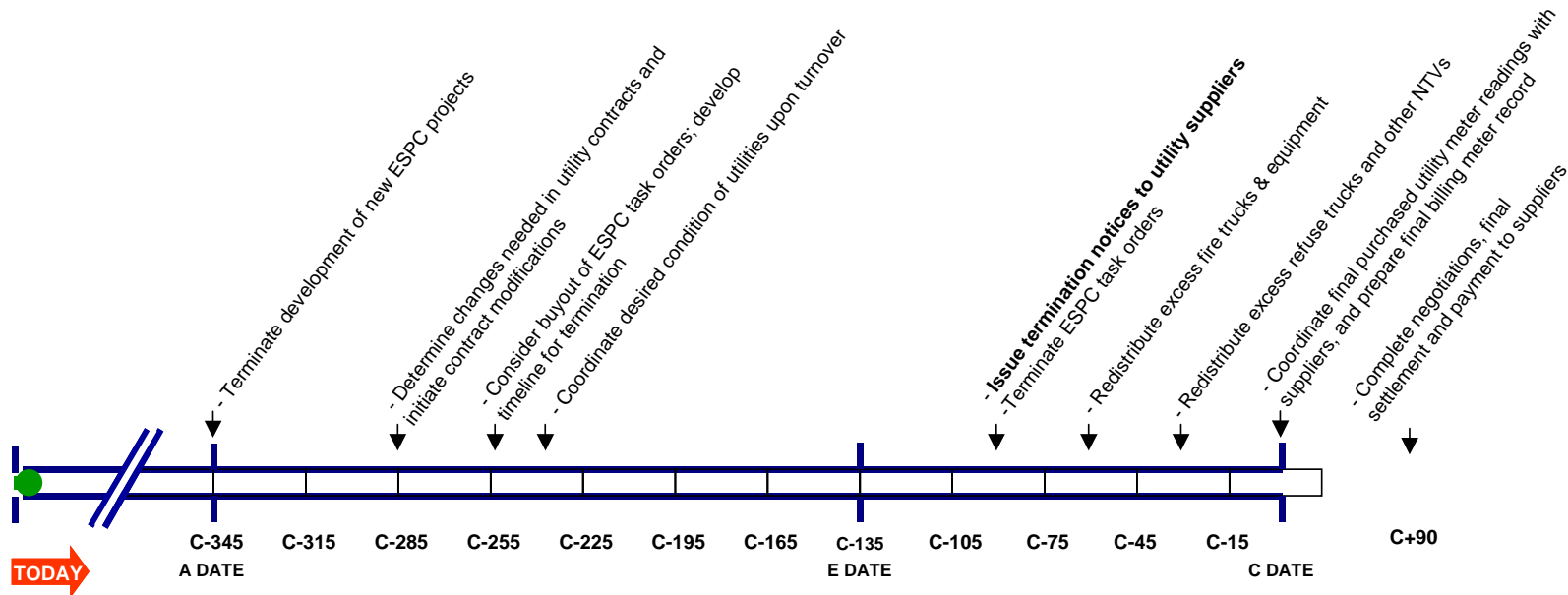
4.2.3 Primary Documents Generated

- Quantity of all fuels expected to be on hand at turnover.
- Excess non-centrally managed items and RPMA supplies.
- Excess refuse trucks, recycling trucks and equipments.
- Negotiation report for termination of all utilities related issues.
- Negotiation report for termination of all ESPC related issues.

4.2.4 Installation Turnover

- Joint inspection with host nation.
 - Transfer all O&M manuals for installed equipments, backlogged work requests to REFO.
 - Coordinate final purchased utilities meter readings with suppliers and prepare final billing meter.
-

Figure 4-1. Operations and Maintenance Closure Plan - Timeline



- Coordinate termination of utility contracts and negotiate termination costs
- Terminate Energy Saving Performance Contracts (ESPC) projects; will incur termination costs
- Redistribute excess fire trucks, refuse trucks & equipment
- Anticipate increased refuse disposal requirement as personnel depart

Figure 4-2. Operations and Maintenance Closure Plan - Phased Timeline

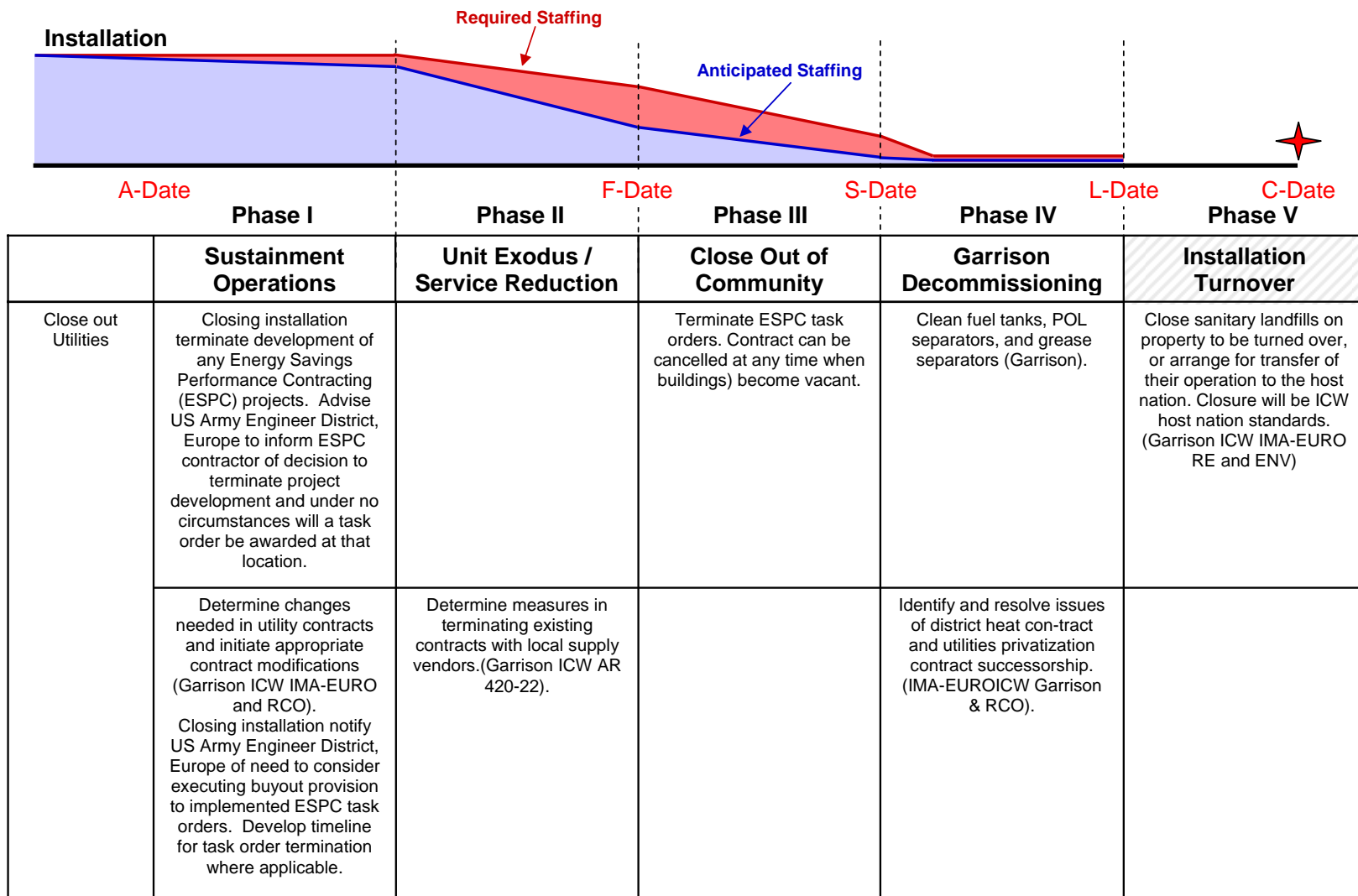


Figure 4-2. Operations and Maintenance Closure Plan - Phased Timeline, *continued*

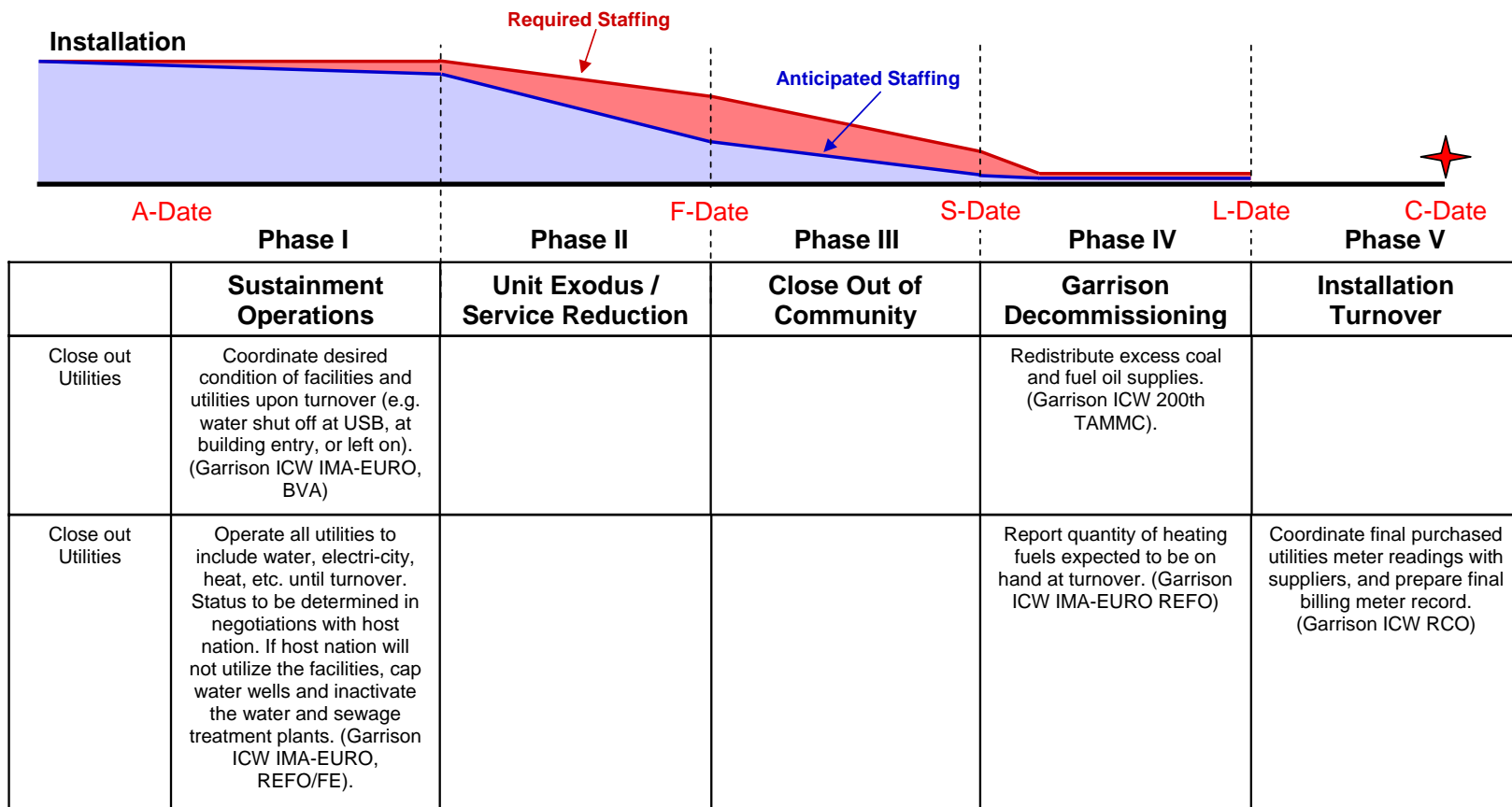


Figure 4-2. Operations and Maintenance Closure Plan - Phased Timeline, *continued*

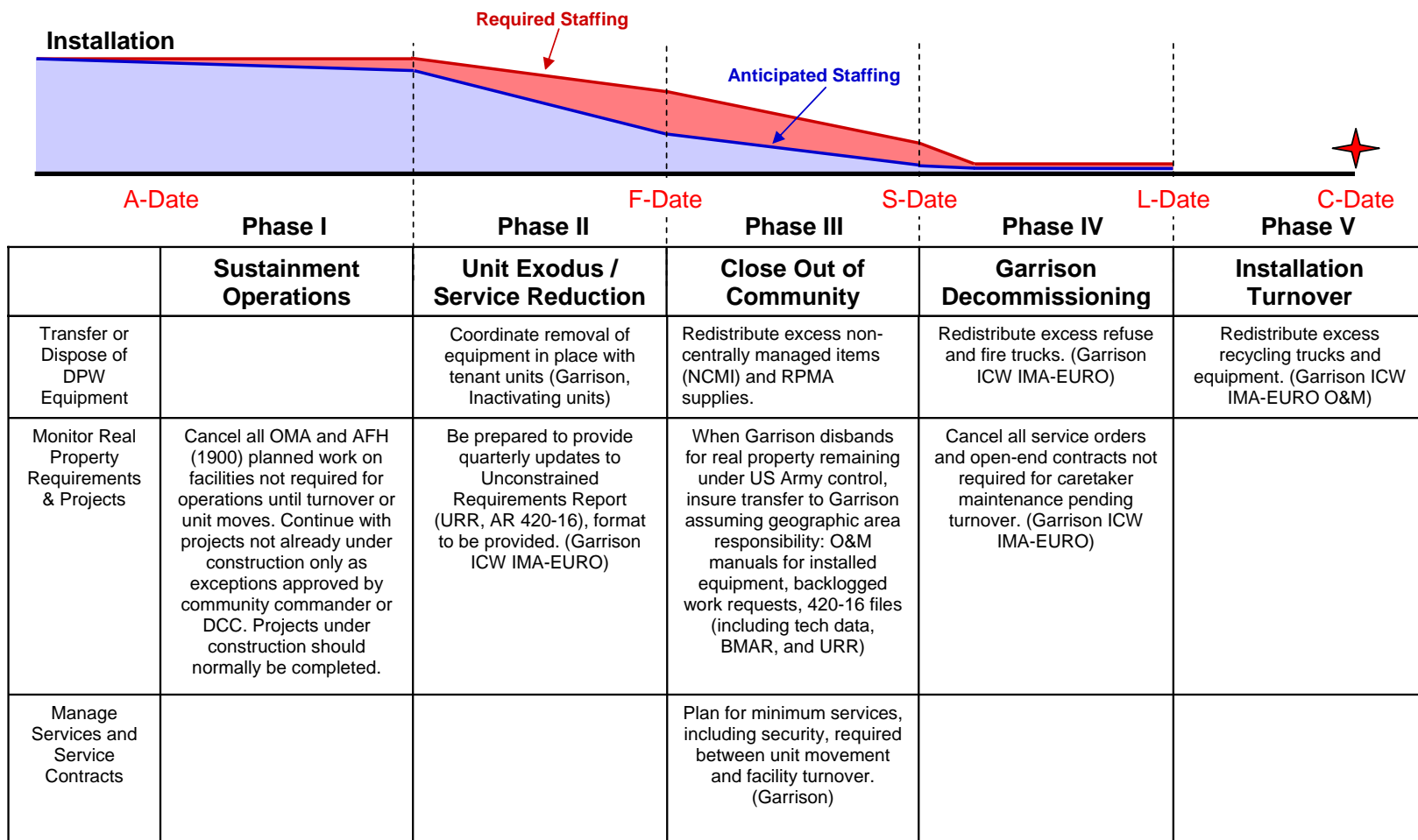


Figure 4-3. Operations and Maintenance Closure Checklist

Phase	From	To	Element	Detail	Responsibility
III	A+120	A+150	Manage Services and Service Contracts	Plan for minimum services, including security, required between unit movement and facility turnover. (Garrison)	GARRISON
I	A-90	A	Close-out Utilities	Closing installation terminate development of any Energy Savings Performance Contracting (ESPC) projects. Advise US Army Engineer District, Europe to inform ESPC contractor of decision to terminate project development and under no circumstances will a task order be awarded at that location.	GARRISON
I	A	A+30	Monitor Real Property Requirements & Projects	Cancel all OMA and AFH (1900) planned work on facilities not required for operations until turnover or unit moves. Continue with projects not already under construction only as exceptions approved by community commander or DCC. Projects under construction should normally be completed.	GARRISON
I	A	A+60	Close-out Utilities	Determine changes needed in utility contracts and initiate appropriate contract modifications (Garrison ICW IMA-EURO and RCO).	GARRISON
I	A	A+90	Close-out Utilities	Closing installation notify US Army Engineer District, Europe of need to consider executing buyout provision to implemented ESPC task orders. Develop timeline for task order termination where applicable.	GARRISON
II	A	C-120	Monitor Real Property Requirements & Projects	Be prepared to provide quarterly updates to Unconstrained Requirements Report (URR, AR 420-16), format to be provided. (Garrison ICW IMA-EURO)	GARRISON
I	C-120	C-90	Close out Utilities	Terminate ESPC task orders.	GARRISON
I	C-270	C-240	Close out Utilities	Coordinate desired condition of facilities and utilities upon turnover (e.g. water shut off at USB, at building entry, or left on). (Garrison ICW IMA-EURO, BVA)	GARRISON
IV	C-45	C-30	Transfer or Dispose of DPW Equipment	Redistribute excess refuse trucks. (Garrison ICW IMA-EURO)	GARRISON
IV-V	C-45	C-30	Close out Utilities	Close sanitary landfills on property to be turned over, or arrange for transfer of their operation to the host nation. Closure will be ICW host nation standards. (Garrison ICW IMA-EURO REFO and ENV)	GARRISON
IV	C-45	C-30	Close out Utilities	Identify and resolve issues of district heat contract and utilities privatization contract successorship. (IMA-EURO ICW Garrison & RCO)	GARRISON
III-IV	C-60	C-30	Close out Utilities	Redistribute excess coal and fuel oil supplies. (Garrison ICW 200th TAMMC)	GARRISON
III	C-60	C-30	Update and maintain Real Property Data and Plans	When Garrison disbands for real property remaining under US Army control, insure transfer to Garrison assuming geographic area responsibility: O&M manuals for installed equipment, backlogged work requests, 420-16 files (including tech data, BMAR, and URR)	GARRISON
IV-V	C-60	C-60	Transfer or Dispose of DPW Equipment	Redistribute excess fire trucks IAW disposition instructions from IMA-E. (Garrison ICW IMA-EURO)	GARRISON
III-IV	C-90	C-30	Close out Utilities	Clean fuel tanks, POL separators, and grease separators (Garrison)	GARRISON
III-IV	C-90	C-60	Monitor Real Property Requirements & Projects	Cancel all service orders and open-end contracts not required for caretaker maintenance pending turnover. (Garrison ICW IMA-EURO)	GARRISON

III-IV	C-90	C-60	Close out Utilities	Report quantity of heating fuels expected to be on hand at turnover. (Garrison ICW IMA-EURO REFO)	GARRISON
V	C	C	Close out Utilities	Coordinate final purchased utilities meter readings with suppliers, and prepare final billing meter record. (Garrison ICW RCO)	GARRISON
I	C	C	Close out Utilities	Operate all utilities to include water, electricity, heat, etc. until turnover. Status to be determined in negotiations with host nation. If host nation will not utilize the facilities, cap water wells and inactivate the water and sewage treatment plants	GARRISON
II	E-130	E-100	Clear units and tenants from facilities	Coordinate removal of equipment in place with tenant units (sanitizing facilities which house classified operations, disconnecting industrial equipment, etc.). (Garrison, Inactivating units)	GARRISON

A = Announcement Date (Date of public closure announcement)
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CHAPTER 5

Housing Operations

5.1 Closure Overview

Housing closure (AFH and BOQ/SBEQ) is a phased drawdown which requires providing housing support to residents, disposal of property (i.e. furnishings) and coordinating the closing of housing assets in an organized manner.

Housing functions are linked to many facets of drawdown and closure. Phasing of service reductions is coordinated with Engineering, tenant activities, and outside agencies. A proper closure helps conserve government funds and property and provides the factual basis to support Residual Value negotiations after installation turnover to Real Estate Field Office (REFO) for disposal.

5.2 Milestones & Closure Planning Process Summary

5.2.1 Objectives.

- Plan for closure operations in a timely, fiscally, and environmentally responsible manner
- Support the smooth transition of individuals, families and organizations.

5.2.2 Milestones and Decision Points

- Develop and publish plan ICW DPW and garrison staffs for phased closing of government housing assets and housing services
- Develop and publish plan for turn in of government furniture and appliances
- Identify leases to be terminated and coordinate with Real Estate for lease terminations requirements
- Private Rental Notification: Notify private rental residents of closure and requirements to terminate rental contracts as required
- Stop requisitions of furnishings and appliances and start condition coding furniture and appliances for disposal or cross leveling
- Ensure DD 1354s are up to date for all buildings

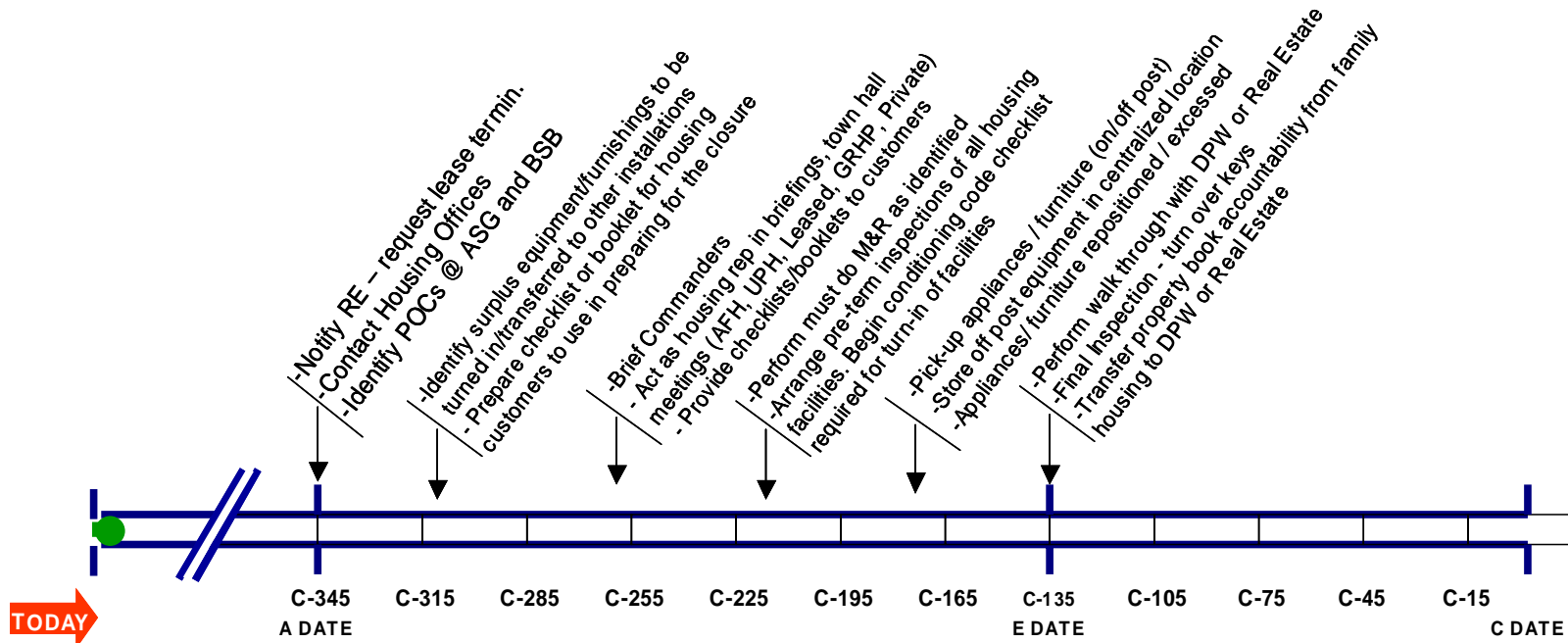
5.2.3 Primary Documents Generated

- Transfer HOMES database to supporting garrison
- Transfer remaining hand receipts to supporting garrison

5.2.4 Installation Turnover

- Transfer all building and dwelling unit keys to remaining closure cell
- Closure cell coordinates with Real Estate Office on turnover of buildings

Figure 5-1. Housing Operations Closure Plan - Timeline



- Lease renewals contain military clause
- Dispose of unserviceable furniture
- Cross-level quality furniture

Figure 5-2. Housing Operations Closure Plan - Phased Timeline

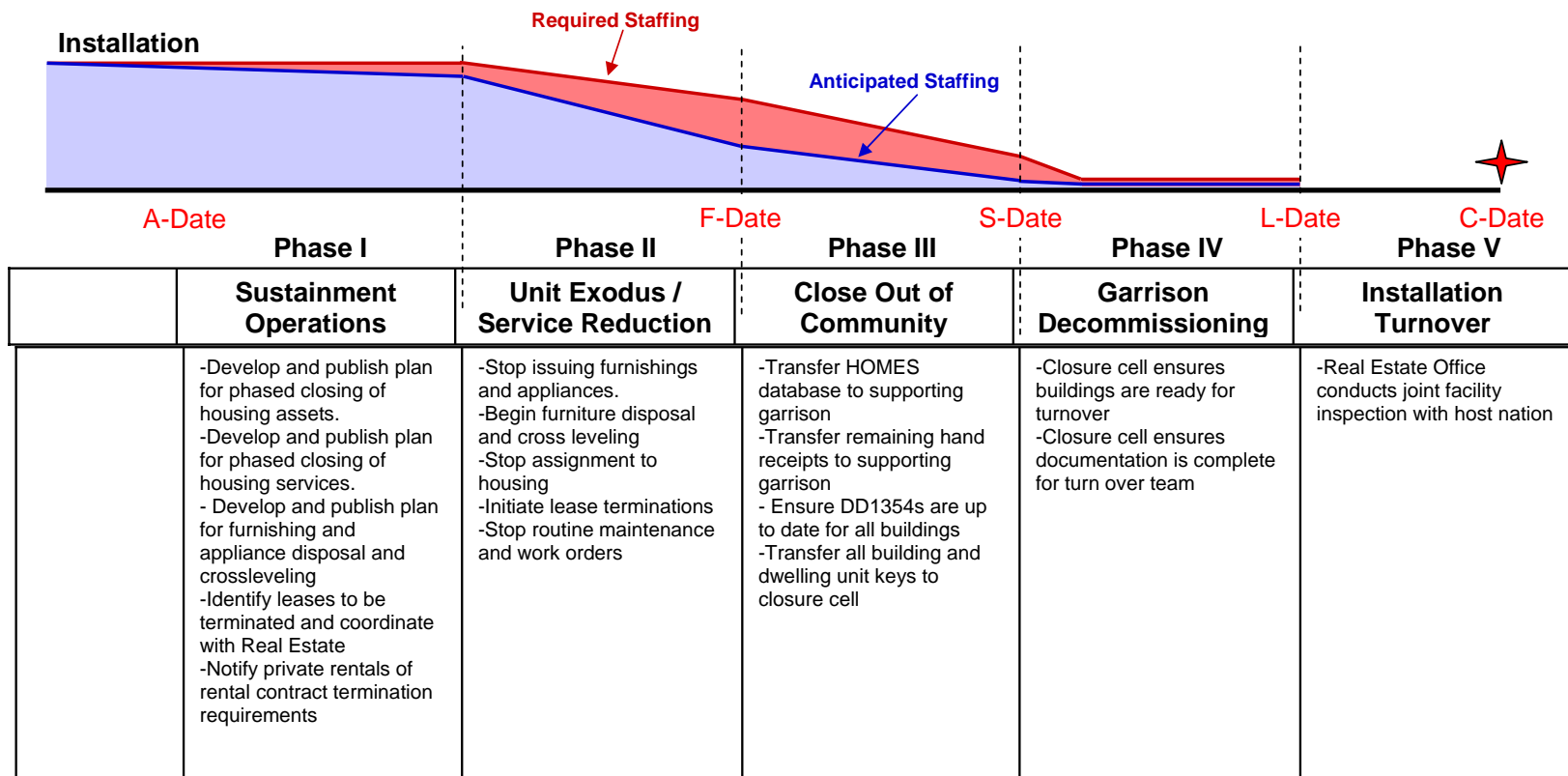


Figure 5-3. Housing Operations Closure Checklist

Phase	From	To	Element	Detail	Responsibility
	A	A+60	Planning	Staff and coordinate closure and service stoppage plan with staffs and servicing support echelon. Identify critical decision points and milestones	
	A	A+60	Planning	Develop plan for disposition of AFH, GRHP, private rental Government leased housing units, B0Qs and SEBQs. (Garrison)	
	A+60	A+60	Planning	Publish closure and service stoppage plan. Act as Housing rep for briefings and town hall meetings. Publish service stoppage plan to residents. Identify critical decision points	
	E-180	E-90	Housing Referral	Notify GRHP landlords of lease termination. (Garrison)	
	F-365	F-345	Furnishings	Stop new requisitions for purchasing/issuing furnishings and appliances. Identify which furnishings must be turned in or remain. Identify what furnishing has value to cross level including in drayage costs to transfer to servicing echelon.	
	F-365	F	Housing Referral	Stop Housing Referral Services except terminations. Services focus on utilizing existing government housing as necessary.	
	F-180	F-180	Furnishings	Stop issuing furnishings and appliances. Continue to cross level in garrison and to servicing echelon	
	F-180	F	Assignments & Terminations	Stop assignments to Housing. Housing only assigned on a case by case approval of garrison commander	
	F	F	Facilities	Stop self help to dwelling units only. Self help limited to minor repairs in apartments	
	S-60	S-60	Facilities	Stop accepting routine service orders. Routine service orders require up to 60 days to complete	
	S-15	S	Furnishings	Transfer remaining hand receipt property to servicing support echelon. All cross leveling and disposal of furniture should be completed by this date	
	S	S	Assignments & Terminations	Transfer HOMES data to servicing echelon. HOMES system shut down and all data transferred for access as necessary	
	S	S	Furnishings	Transfer all hand receipt records to servicing echelon. Furnishing records are in HOMES.	
	S	S	Housing Referral	Close Housing office and services. Transfer functions to new servicing echelon	
	L-360	L-300	Planning	Identify tasks to close building. Begin conditioning code checklist required for turn-in of facilities. Physical security requirements to prevent vandalism	
	L-300	L	Facilities	Close vacant buildings. Ensure buildings systems properly shut down and secured to prevent vandalism. Ensure entomological/vector control measures are in place.	
	L-90	S	Furnishings	Pick up appliances and furniture. Store appliances/furniture. Identify appliances and furnishings to retain	
	L-30	L-5	Housing Referral	Perform walk through with Real Estate for property transfer	

	L-5	L-5	Facilities	Turn over building and apartment keys to supporting service echelon. Servicing echelon decides on key control and access after S date	
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A = Announcement Date (Date of public closure announcement)
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CHAPTER 6

Real Estate Management

6.1 Closure Overview

Disposal of the base's real property can be viewed as the end product of the closure. The real property disposal process is linked to many other facets of your drawdown and closure. Thus, it is important to understand the process in order to reach the goal of a successful closure. It is essential that a close working relationship be developed with IMEU-PWD-R in implementation in your property disposal process. It should be noted that the real estate field offices (REFO's) are the primary link with the Federal Republic of Germany (FRG) during the inspections and negotiations. The REFO's role is to work very closely with the Garrison DPW's regarding the preparation of the base for a timely return to the FRG.

"The mission remains to return facilities and installations to host nation as expeditiously as possible with the highest and most accurate representation of U.S. capital investment." Processes are in place for the negotiation and settlement of residual value (RV) and for receiving compensation for the US funded improvements at sites returned to the FRG. Look to your REFO for guidance and implementation concerning any residual value issues affecting your closure/realignment actions.

"Remember that the closure "count-down" begins once the realignment/closure announcement is made public. Enclosed at Appendix C is Annex H to **OPLAN 4352-03**. Although replaced by OPLAN 001-06, this Annex is provided as an additional source/tool in disposition of real estate."

6.2 Milestones & Closure Planning Process Summary

6.2.1 Objectives

- Plan for the disposal of property at Army installations, located in Europe, in a timely and fiscally and environmentally responsible manner
- Facilitate the smooth transition of individuals, families and organizations.
- Develop a disposal plan along with the appropriate environmental documentations no later than 12 months from receipt of closure notice

6.2.2 Milestones and Decision Points

- Formulate proposed installation disposal concepts
- Establish and coordinate pre-inventory and inspection (I&C) in coordination with REFO
- Identify real estate interests to be retained by U.S. GOV
- Identify OMA or AFH leases, facility support contracts--terminate, as necessary
- Create/update DD Form(s) 1354
- Receipt and consideration of draft/final Environmental documentations
- Prepare AE Form 405-8A-R, Request for Release, 90-120 days prior to closure

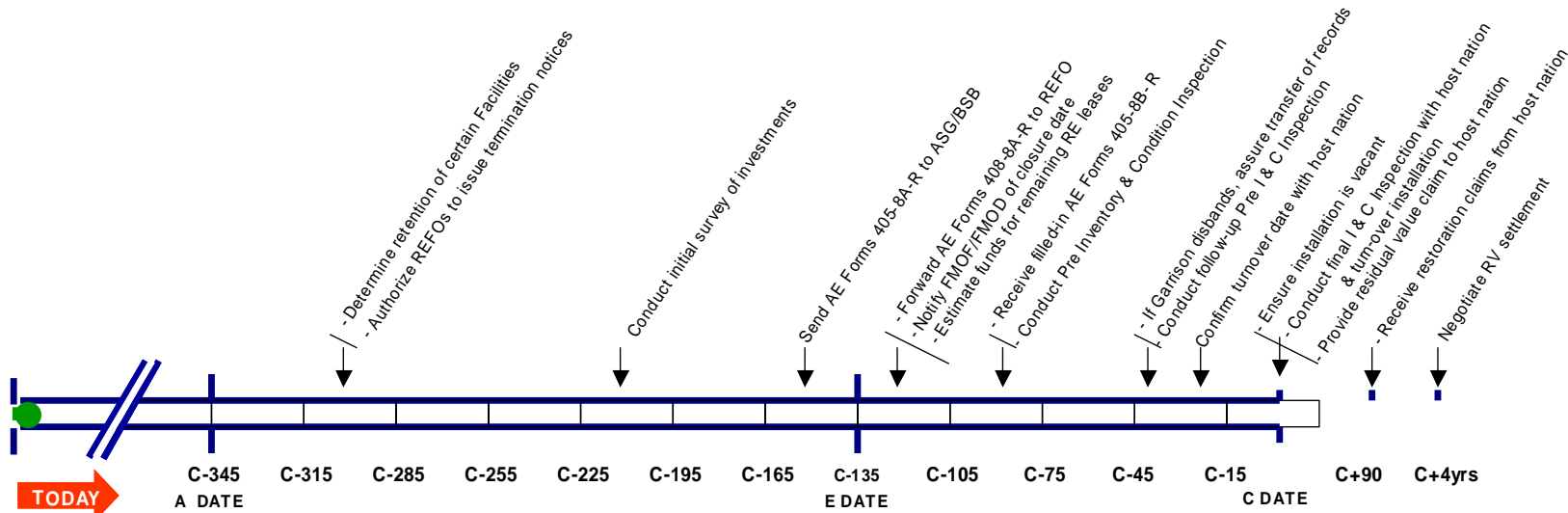
6.2.3 Primary Documents Generated

- Unit/Installations AECP Checklists, AECP 4950 (S/NF)
- AE Form 405-8A-R, Jun 02
- AE 405-8B-R, Receipt for U.S. (Dollar and Euro) Improvements in Real Estate Released to Germany (Public Property), Jun 02
- Environmental Status Report (Provided by Environmental function 180 days prior to turn-over)
- DD Form 1354, Transfer and Acceptance of Military Real Property

6.2.4 Installation Turnover

- Joint Inspection with host nation and turnover
 - Personnel departed, gates closed
 - C-Date: Transfer of installation to Host Nation Government
 - REFO completes transactions with Host Nation counterparts
 - Facility/equipment records, building drawings, keys, etc., provided by U.S.
-

Figure 6-1. Real Estate Management Closure Plan - Timeline



- Negotiate & issue termination notices
- Conduct survey of investments (DD Form 1354s)
- Conduct pre-, follow-up & final inventory & condition inspections
- Notify FMOF/FMOD of closure date
- Turn-over installation to host nation
- Negotiate residual value settlement

Figure 6-2. Real Estate Management Closure Plan - Phased Timeline

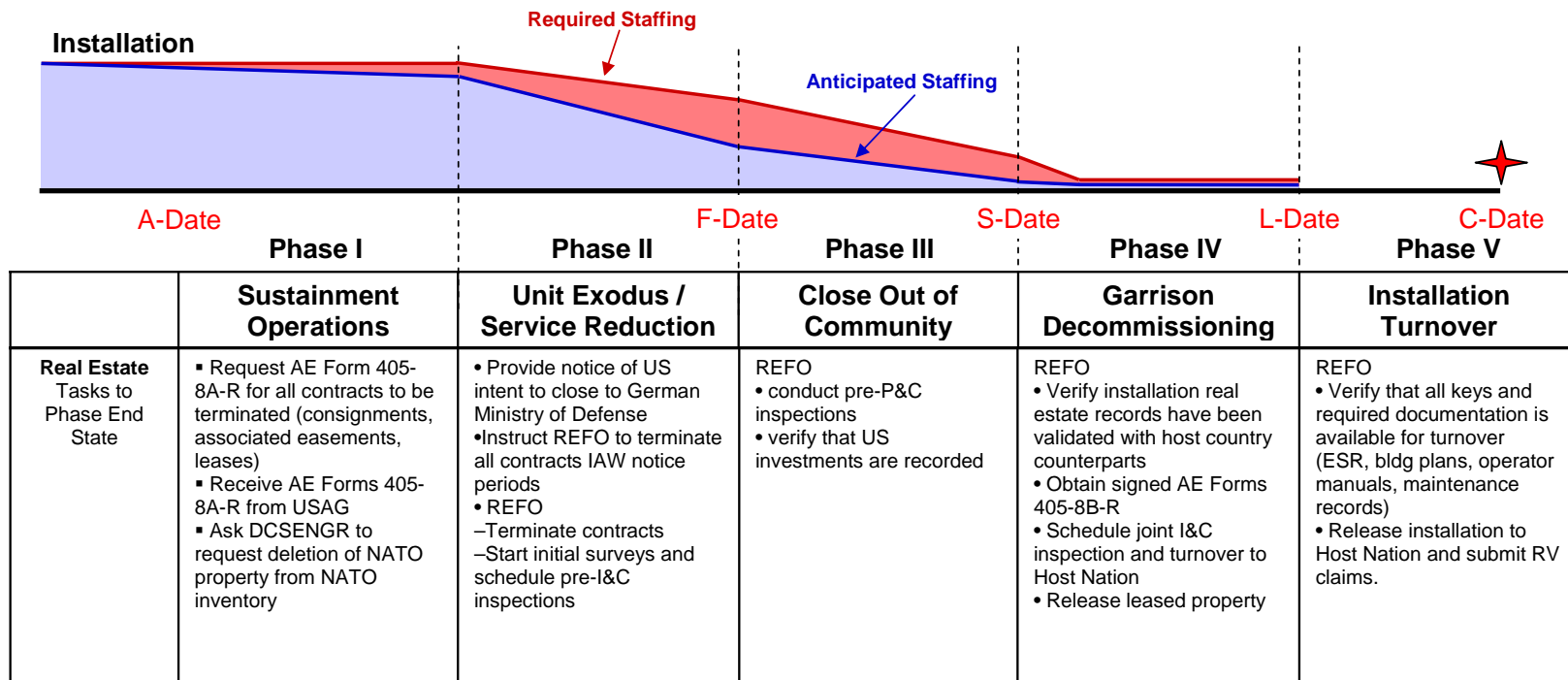
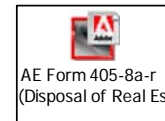
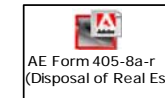







Figure 6-3. Real Estate Management Closure Checklist

REAL ESTATE				
Real Estate	A- DATE	A+30	Determine restricted areas, insurance, facilities, leases, APRs are to be retained	Determine which restricted areas, compulsory property insurance, facilities, leases, and accommodation program requests, if any, are to be retained.
Real Estate	A- DATE	A+30	Obtain requests for Release	Decide if early transfer of certain facilities is advisable or necessary. Advise Garrison to prepare AE Form 405-8A-Rs for installation/ leases to be terminated and forward to IMA-E, RE Br within 45 days.
Real Estate	A- DATE	A+90	Issue termination notice for leases	Authorize REFOs to issue termination notices (using AE Form 405-8A-R) to landlords IAW lease requirements and requested termination dates and initiate termination of associated utilities contracts and letter orders.
Real Estate	A- DATE	A- DATE	Request deletion from inventory for NATO properties	If installation has NATO-funded property, request ODCSENGR advise NATO of intent to close installation and to return property to host nation by projected turnover date. Request deletion from NATO inventory by projected turnover date, or within one year, whichever is earlier.



IMA-E ICW Garrison ar



Real Estate	A-DATE	C-210	Determine disposition of NATO funded projects	Determine status of NATO or conjunctively funded (MCA/OMA/NATO) projects on installation. Should facility stay as part of NATO Infrastructure or be turned over with other facilities?	IMA-E ICW ODCSENG
Real Estate	C-210	C-180	Conduct initial survey of installation	Conduct initial survey of installation and when needed follow-on survey to verify investments are accurately recorded on real property records.	Garrison, IMA-E REFO 
Real Estate	C-180	C-120	Estimate funds needed for leases	Estimate funds required for remaining real estate leases prior to transfer/termination.	
Real Estate	C-180	C-150	Request investment data	Send AE Form 405-8B-R (Receipt for US Improvements) to Garrison, requesting completion NLT C - 90.	Ref: AE 405-8 (Acquiring Estate in Germany), Sect (Including Land)
Real Estate	C-120	C-90	Authorize release of Host Nation properties and notify Host Nation	Forward approved AE Forms 408-8A-R to IMA-E REFO with disposition instructions for installation closures. Notify Host Nation of projected date for turnover of installation.	Ref: AE 405-8 (Acquiring Estate in Germany), Sect (Including Land)
Real Estate	C-90	C-90	Provide investment data	Submit filled in AE Forms 405-8B-R to IMA-E-REFO	Ref: AE 405-8 (Acquiring Estate in Germany), Sect (Including Land)  
Real Estate	C-90	C-30	Conduct Pre-Inventory and Condition Inspection	Conduct Pre-Inventory and Condition inspection.	Garrison ICW REFO 
Real Estate	C-60	C-45	Establish turnover date	Establish final inspection/turnover date with host nation.	REFO ICW Garrison, F 

Real Estate	C-30	C-15	Confirm turnover date	Confirm final inspection/turnover date with host nation.	IMA-E REFO ICW Garr
Real Estate	C-DATE	C-DATE	Verify installation is vacant	Ensure installation is vacant except for any property documented on residual value claims and previously coordinated with BVA.	Garrison ICW REFO
Real Estate	C-DATE	C-DATE	Turnover Facilities / Installations	Conduct final Joint Inventory & Condition inspection of facilities/ installation with Host Nation representatives, prepare Inventory and Condition Report, confirm US investments on AE Form 405-8B-R, and secure installation. Document condition of facilities with photographs or videos and appropriate narration, and transfer installation with keys to Host Nation custody.	REFO ICW Garrison ar
Real Estate	C-DATE	C-DATE	Submit Residual Value Claim to Host Nation	Provide residual value claim (AE Forms 405-8B-R) to Host Nation at transfer of installation.	
Real Estate	C-DATE	C+90	Accept damage claims	Accept claims for restoration of premises/settlement of damages NLT 3 months following termination of leases (if applicable). able).	Ref: AE 405-8 (Acquiring Estate in Germany), Sect (Including Land)
Real Estate	C-DATE	C+1460	Settle residual value/restoration claims	Negotiate settlement of residual value/restoration claims for released property, and submit to IMA-E, Real Estate for approval. Maintain record of settlement.	Ref: AE 405-8 (Acquiring Estate in Germany), Sect (Including Land)



A = Announcement Date (Date of public closure announcement)
E = Effective Date (Unit exodus)
F = Final Date (Mission/mission support unit soldiers departed)
S = Stop Date (Support services closed)
L = Lock Date (Gates closed and locked)
C = Closure Date (Transfer installation to Host Nation government)

REFERENCES (Real Estate)

1. AECF Checklists
2. AECF 4950 (S/NF)
3. USAREUR OPORD 4352-03, ANNEX H (see Appendix A)
4. NATO SOFA (Articles 41, 48 and 52)
5. UR-405-5, Acquiring, Administering, and Disposing of Real Estate, 23 Oct 95
6. UR-405-8, Acquiring, Managing, and Disposing of Real Estate in Germany, 3 Jun 02
7. Base Closure and Realignment Act, Public Law 100-526, 24 Oct 88
8. Defense Base Closure and Realignment Act of 1990, as amended, 5 Nov 90

APPENDIX A

USAREUR OPORD 4352-03, Annex H
(DRAFT, CURRENTLY UNDER REVISION)

HEADQUARTERS
UNITED STATES ARMY,
EUROPE and SEVENTH ARMY
APO AE 09014

ANNEX H TO USAREUR OPORD 4352-03

IMA-E REAL PROPERTY FUNCTIONS

REFERENCES:

- a. AR 5-10, Stationing, 1 Mar 01.
- b. AR 25-400-2, Army Records Information System (ARIMS), 18 Mar 03.
- c. AR 200-1, Environmental Protection and Enhancement, 21 Feb 97.
- d. DA PAM 200-1, Environmental Protection and Enhancement, 17 Jan 02.
- e. AR 380-19, Information Systems Security, 27 Feb 98.
- f. AR 405-45 Real Property Inventory Management, 30 Jun 00.
- g. AR 405-90, Disposal of Real Estate, 10 May 85.
- h. AR 710-2, Inventory Management Supply Policy Below the Wholesale Level, 31 Oct 97.
- i. UR 200-1, USAREUR Environmental Program, 9 Dec 93.
- j. UR 405-4, Acquisition, Administration, and Disposal of Real Estate in
- k. UR 405-5, Acquiring, Administering, and Disposing of Real Estate, 23 Oct 95.
- l. UR 405-8 w/Ch 1, Acquiring, Administering, and Disposing of Real Estate in Germany, 3 Jun 02.
- m. UR 30-9, Requisitioning, Issuing, Turn In Food Service Equipment, 2 Feb 00.
- n. Environmental Final Governing Standards, Germany, December 2002; Environmental Final Governing Standards, Belgium, February 2003; Environmental Final Governing Standards, The Netherlands, February 2003; and Environmental Final Governing Standards, Italy, January 2002.
- 1. MISSION. On order, the Installation Management Agency, Europe Region realigns or closes ASGs, BSBs, ASTs, and installations; transfers installations to host nations; and recoups residual value of US investments in a timely manner.

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Comment [O1]: Change title
Deleted: Reduction and Realignment Actions, 10 Jul 92
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Deleted: 23 Apr 90
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Deleted: w/Ch 1-2, Inventory of Army Military Real Property, 18 Mar 77.¶
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Deleted: g. AR 420-17 w/Ch 1-2, Real Property and Resource Management, 13 Dec 76.¶
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2. EXECUTION

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a. Concept of Operations

(1) Inactivating units, ASGs, BSBs, ASTs, and communities and installations designated for closure will be announced in a separate order. Objective is to transfer installations to applicable host nation within the quarter of the fiscal year as announced by the SecDef.

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(2) Inactivating units will turn over all real property to responsible ASG/BSB Directors of Public Works (DPWs). Commanders responsible for installations that remain active will retain custodial responsibility for all real property vacated by inactivating units.

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(3) IMA-E Real Estate Field Offices, in coordination with BSB, responsible for installations designated for closure, will transfer all associated real property to applicable host nation.

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b. Tasks

(1) Installation Management Agency, Europe Region – Engineer Division

Deleted: HQ USAREUR, Office of the Deputy Chief of Staff, Engineer

(a) Submit proposed installation closure lists to EUCOM each quarter. EUCOM forwards closure lists to DOD, which coordinates with other services, US Government agencies, and host nation officials. SECDEF makes a public announcement of installations to be closed. Lists will be SECRET, CLOSE HOLD until the SECDEF announcement. If required, coordination with ASGs/BSBs will be done with designated "trusted agents" only.

(b) Update and maintain investment data for real property to be transferred to host nation. Obtain updated real property inventories from BSB/ASG DPWs prior to installation closure.

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(c) ICW ASGs/BSBs, conduct actions necessary to prepare installations for transfer to host nation.

(d) ICW UMCs and ASGs, develop stationing concept plan for residual units based on unit type, number of personnel, and positioning guidance provided by USAREUR G3.

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(e) When closing installations have NATO-funded facilities, request those facilities be released from the NATO inventory by the proposed turnover date. It takes up to 12 months after notification to the HN for an installation to be deleted from the NATO inventory.

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(f) ICW major commands and US Army Engineer District, Europe, monitor, modify, or cancel construction projects on installations designated for closure.

(g) Assist ASGs/BSBs with all actions involving turnover of facilities by inactivating units (Appendix 5).

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(h) Provide guidance on disposition of private rental leases, Government Rental Housing Program (GRHP), and Government leased housing in areas where units are inactivating.

(i) Develop plan for return of appliances, food service equipment (FSE), furniture, and frequency converters, and for cancellation of centralized service contracts.

(j) Assist ASGs/BSBs with all actions necessary to terminate contracts and remove equipment from installations designated for transfer to host nation (Appendix 1).	Deleted: 2
(k) Prepare specific instructions concerning redistribution of <u>DPW</u> automation hardware, software, and data.	Deleted: DEH
(l) <u>Through the Real Estate Field Office ICW ASGs/BSBs, conduct Final Inventory and Condition Report, and transfer installation to host nation (Appendix 1).</u>	Deleted: Forward residual value claims to host nation
(m) <u>Through the Real Estate Field Office forward residual value claims to host nation (Appendix 10).</u>	Deleted:) ICW ASGs/BSBs, conduct Final Inventory and Condition Report, and transfer installation to host nation.
(n) Negotiate settlement of residual value/restoration claims <u>with host nation</u> . Provide final residual value settlement <u>with investments over \$10 to USEUCOM, JCS and OSD for approval and to OMB for review (see Appendix 10).</u>	Deleted: ? Deleted: to CG USAREUR for approval
(o) <u>Prepare Environmental Closure Reports (ECRs) for all closing installations in USAREUR.</u>	Deleted: Provide contractual support through the US Army Engineer District, Europe to write Environmental Status Reports (ESRs) for all closing installations in USAREUR.
(p) <u>Maintain and provide current data on utilities contracts pertaining to consumption, minimum payment obligation, amortized capital investment, termination liability and termination charges. Support REFO with actual data on ownership in utilities systems and provide present/residual value of utilities systems to be released.</u>	
(q) <u>For partial release of installations, negotiate with utilities suppliers on reduced scope and cost of services. Determine possibilities for combined use of services and negotiate agreements with BVA on utilities supply to 3d party users for the excess capacity resulting from the partial release of property.</u>	
(2) <u>ASGs/BSBs</u>	Deleted: USAREUR
(a) Sponsor, monitor, and/or complete installation closure activities within the ASG/ <u>BSB</u> geographical area, as directed, IAW Appendices and above references.	Deleted: 2 and 4 Deleted: 3b(1)(o)
(b) Provide concept plan for installations closure.	
(c) Provide for security and custodial responsibility for real property vacated by inactivating units, including security of vacated installations until turnover to the host nation <u>in accordance with Appendix 5</u> . For NATO <u>facilities</u> , this obligation is for up to 12 months after notification for release of same from NATO inventory.	Deleted: facilities Deleted: '
(d) Review requirements for OMA (<u>SRM</u> and AFH (1900)) projects on installations designated for closure, prior to commitment of design or construction funds. Approving authority is ASG Commander.	Deleted: RPMA
(e) Review all construction projects regardless of funding source (e.g., MCA, UMMCA, NATO, AFH (1800), PIF, TSA, DLA, MWR, DODDS, Medical, NAF, AAFES) planned,	

programmed, or approved for construction on installations designated for closure or on installations with expected troop reductions. Forward recommendations for major construction programming, cancellations, or changes to USAREUR program proponent; provide information copy to DCSSENGR. Projects \$25,000 and over must be "deconflicted". ASG commanders will deconflict appropriated fund projects over \$100,000 and nonappropriated fund projects over \$25,000. Deconfliction will be done before funds are obligated. (See Section 2.b.(2)(1) for guidance on deconfliction of environmental projects..)

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(f) Review and update real property records to ensure all US investments in real property are recorded on Headquarters Integrated Facilities System, USAREUR (HQIFS-U).

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(g) Ensure that compulsory insured buildings are removed from compulsory insurance assessment listings.

(h) Ensure that key control is maintained during inactivation of units and activities, and keys turned over to the DPW IAW Appendices 6 and 7.

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(i) Adhere to the following policy when request is received from non-US individuals or entities to visit an installation that has been announced for closure, or to receive favorable consideration for a follow-on use by a non-US entity (visits by host nation or NATO military command representatives will be coordinated through IMA-E):

- Disapprove a visit when deemed advisable for security reasons or to avoid interference with installation operations. Notify the requester of the disapproval ASAP.

- If a visit is approved, community commander will refer the request to the local IMA-E REFO (see Appendix for addresses). REFO will forward the request through German channels to the FMOF for decision. If FMOF recommends approval of the request, IMA-E will coordinate with the appropriate ASG on dates and times of the visit. The REFO will then assist the BSB commander to coordinate the visit, if desired.

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- Refer any non-US forces requests for follow-on use to the appropriate German authorities. Avoid any statements or actions which may be misconstrued as indicating support for a certain future use of the property.

(j) If request is received from the Host Nation landowner to conduct environmental studies at USAREUR installations, commanders will allow access to conduct the requested studies, unless doing so would compromise security requirements or interfere with the operation of the installation. Final arrangements for the environmental studies will be coordinated in advance by an official representative of the Host Nation Landowner, and will be at the convenience of the installation commander.

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(k) Adhere to the following policy on disposition of real property at installation closure:

- Commanders will not remove any non-US Forces owned property or improvements without the owner's approval. This includes property owned by the FRG, Laender, municipality, NATO, or any other non-US Forces entity and any US Forces replacement of that property.

- US-owned real property is normally left in place because of the permanent nature of the property. Commanders, however, may remove US-owned real property if there is a present or anticipated need for the property elsewhere, and it is economically in our best interests to remove and transport the property, and to repair the damage to the structure.

- If removal is determined to be in the best interests of the *US Forces*, removal should be scheduled early to preclude postponement of the projected installation turnover date. If removal exposes the facility to the elements, the facility should be made weather-tight to avoid further damage. However, funds should not be spent for major restoration.

- Commanders will list in AE Form 405-8B-R packet all property left in place at the premises, with original cost and estimated present value.

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- Removal of physical security systems (e.g. WADS) or components thereof from US operated NATO sites will be coordinated beforehand with HQ USAREUR AEAEN-EH-P Div. Although NATO funded, certain items may be removed once NATO has been advised.

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(1) Ensure all Environmental actions associated with installation closure are IAW APPENDIX 8 TO ANNEX H TO CG USAREUR OPORD 4352-03. In addition, make deconfliction determinations on all Class 1 projects. (It is assumed that no Class 2 or 3 projects will be acted upon.) Environmental Class I actions are "must fund", actions or projects to correct violation of applicable DoD Regulation and Host Nation Final Governing Standards. These actions are required to: correct deficiencies cited in an inspection or notice of violation by a HN regulatory agency and correct violations of Environmental Final Governing Standards when the date for compliance has passed. Upon announcement of installation closure, ASG/ BSB commanders will take the following specific actions:

- Use the EPR report to review and update Class 1 actions for each facility to be turned over to the host nation. Identify and review all Class 1 projects. Determine that all current and previously requested Class 1 actions meet the definition above. Ensure that all Class 1 actions for each installation identified for turn over to the host nation are reported through the EPR Web to IMA-EURO Environmental Branch.

- Determine if the Class 1 project is or is not required to resolve an imminent human health threat. Ensure that all Class 1 imminent health threats are acted upon immediately. NOTE: Consider Class 1, an imminent health threat if: (a) human exposure in excess of applicable human health criteria/ standards is predictable prior to implementation of an effective remedial action; or, (b) a situation where intrusion of contaminants into groundwater or surface water does or could threaten drinking water supplies within a relatively short period of time.

- Secure the joint recommendations of the DEH, SJA and preventive medicine personnel in determining instances of imminent health threat (e.g. information or investigations by the USACHPPM). While opinions of HN agencies or individuals may be relevant to the decision, they will not be considered conclusive. Consultation with the IMA-EURO Environmental Branch will be effected whenever questions of possible imminent health threat arise.

- Resolve non-imminent threat Class 1 projects that have not commenced already been forwarded to IMA-EURO Environmental Branch for deconfliction. IMA-EURO Environmental

Deleted: Environmental Class I actions are "must fund", actions or projects to correct violation of applicable US law, HN environmental law or SOFA. These actions are required to: support compliance with a legally binding agreement or judgement under applicable HN environmental law; correct deficiencies cited in an inspection or notice of violation by a HN regulatory agency; correct violations of applicable environmental standards when the date for compliance has passed.

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Branch will participate in the review of such projects for deconfliction in conjunction with ASG/BSB DPW representatives. To resolve non-imminent threat Class I projects, the team will:

- Determine which Class I actions are intended to remedy violations that will cease with installation closure. Consult the SJA to determine whether to change an operation or cease it. A change in operations may involve not using or shifting some operations from a particular facility. Examples of operational changes to avoid Class I violations are: not using wash racks without POL separators; securing a HN waiver for a boiler that is out of compliance with air quality emissions standards at an installation scheduled to be closed in four months.

- Take appropriate steps to eliminate legal liability and/or health risks to personnel for each remaining Class I action by considering the implications of continuing, ceasing or modifying the activity. The goal is to remove the violation, the potential liability, and the risk to health by examining the operational, technical and/or legal liability associated with ceasing, modifying or continuing with the project.

- Identify and review possible solutions to determine the least cost alternative to remedy each Class I problem being forwarded for deconfliction. In some cases, the least cost alternative will be an operational change, which does not involve expenditure of funds. Any action that uses other than the least cost fix must be reviewed by the ASG commander and approved by IMA-EURO Environmental Branch. Specific actions include:

- Ensure contaminated sites on closing installations will not be restored solely because of turnover to the HN. IMA-EURO policy is to close installations in a rapid and orderly manner and to direct environmental funds to those installations, which will remain open. However, DPWs will continue to take action to resolve imminent health threats.

- The ASG DPW and SJA will then advise the ASG commander of the team findings and recommendations. The ASG commander will determine his concurrence with the deconfliction recommendations. In addition the ASG commander will:

- Report any Class I projects that have unresolved liability and/or health issues that cannot be executed prior to closure through command channels. Request guidance from IMA-EURO Environmental Branch. Document all project information and estimated costs in the Environmental Status Report (ESR). See Appendix 8 to this Annex H for more detailed information on ESR's.

- Ensure that the execution of Class I projects does not delay closure and turnback schedules. IMA-EURO policy is to accomplish what is feasible until closure and then inform the HN.

- Ensure no additional funds or resources are expended toward analyzing environmental conditions that will not be acted upon. For example, do not conduct follow-up studies to better refine existing cost estimate for cleanup of contaminated site on a closing installation, if the nature and extent of the contamination is generally known a reasonable cost estimate for cleanup exists, and no imminent health threat exists.

- Ensure that all applicable information and documentation is included in the Environmental Condition Report (ECR) (part of the ESR) at turnover to the HN. This will provide the HN adequate information to determine whether to initiate, or continue required actions to correct those situations that could threaten human health or violate HN Environmental Final Governing Standards.

Deleted: as outlined below, or forwarded to HQ USAREUR for deconfliction. HQ USAREUR environmental office will review such projects for deconfliction when requested by the ASG. To resolve non-imminent threat Class I projects, ASG commanders will identify and review possible solutions to determine the least cost alternative to remedy each Class I problem. In some cases, the least cost alternative will be an operational change which does not involve expenditure of funds. Any action that uses other than the least cost fix must be reviewed by the ASG commander and approved by HQ USAREUR. Specific actions include:

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- For NATO funded installations, ensure that precautionary pre-financing statements for imminent health projects are submitted to IMA-EURO Environmental Branch, prior to contract award or obligation of funds. NATO sites are currently operated under the "polluter pays" principle; this policy requires the user nation to maintain the NATO facilities to an acceptable standard through the applicable servicing DPW or equivalent office. Under this policy, IMA-EURO treats environmental projects (e.g., contaminated sites) on NATO installations the same as if located at IMA-EURO installations.

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(m) Ensure that furnishings disposition is IAW Appendix 7.

(n) Assist REFO in I&C inspections and return of real property to host nation.

(o) Ensure excess garrison food service equipment is turned in IAW UR 30-9.

(3) Area Support Groups (ASGs)

Comment [O4]: Why is ASG listed separately again?

(a) Ensure that inactivating units under the ASG's chain of command comply with all interface requirements with the servicing DPW, as covered in Appendices 3 and 4.

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(b) Establish map collection points and assemble individual map sheets in quantities of 250 or more copies each for turn in to the USAREUR map depot operated by the 649th Engineer Battalion (Topo), Schwetzingen. Dispose of smaller quantities of standard unclassified maps through redistribution or turn in to DRMO. Turn in all cross country mobility, river/bridge, and basic road net maps or other classified products to the USAREUR map depot.

(4) Inactivating Units (including organizations and support activities)

(a) Units that are ordered to inactivate will coordinate with the servicing DPW for turn in of hazardous wastes /materials, installation property and facilities, and DPW related equipment (e.g. lawn mowers), with keys, in accordance with timelines specified in Appendix 6.

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(b) Coordinate with the servicing DPW for vacating of housing of members of the units, temporary housing and government furniture required, in accordance with timelines specified in Appendix 5.

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(c) Prepare facilities for turnover to the DPW, IAW standards described in Appendix 5.

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(d) Turn in all cross country mobility, river/bridge, and basic road net maps to the ASG collection point for storage or disposition IAW AR 380-5.

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(e) Use the following decision tree to determine disposition of any unclassified unit map stocks. This includes map series M745 (1:50,000 scale), M648 (1: 100,000 scale) or 1501 (1:250,000 scale-JOG) maps:

- Are the maps stored flat or rolled/folded?

- if rolled/folded, cross level to neighboring units needing them, or turn in to local DRI-10 for disposition.

- If flat and fewer than 50 copies of any sheets, turn those sheets in to the local DRMO for disposition.

- If flat and 50 or more copies of any sheets, turn them in to the ASG collection points. The ASG will verify with the USAREUR map depot (379-7617) which map sheets are current. Current maps sheets suitable for reissue, in excess of 50 flat copies, will be returned to the USAREUR Map depot. Obsolete maps will be turned into the DRMO.

c. Coordinating Instructions. Additional SRM (Sustainment, Restoration, Maintenance) funding is not expected to be available for work related to unit moves and facility turnover.

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3. ADMINISTRATION AND LOGISTICS. See Annexes D, E, and G, and Basic OPORD.

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4. COMMAND AND CONTROL. See Annexes A and K and Basic OPORD.

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B.B. BELL
General, USA
Commanding

OFFICIAL:

RUSSELL HALL,
DIRECTOR, IMA-E

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11 – Typical 1 Installation Closure
Timeline¶
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Actions¶

APPENDICES:

1 - IMA-E Engineer Installation Closure Actions

2 - IMA-E Engineer Installation Turnover Actions

3 - Facility Maintenance & Repair

4 - Inventory & Condition Inspections

5 - Inactivating Unit Actions for Real Property Matters

6 - Condition Code Checklists for Returning Facilities to DPW

7 - Disposition of Furniture Actions

8 - Environmental Actions Required for Closure

9 - IMA-E Real Estate Field Office Locations and Areas of Responsibility

10 - Residual Value and Damage Claims Negotiations and Settlements

APPENDIX I TO ANNEX H TO USAREUR OPORD 4352-03

IMA-E ENGINEER INSTALLATION CLOSURE ACTIONS

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1. PURPOSE. Below listed engineer installation closure actions are a general guide outlining tasks that should be accomplished in order to expeditiously close an installation and turn it over to the host nation. Because each installation is unique in size, purpose, number of units, etc., the closure timeline will also be unique; therefore, target dates for completion of the actions are based upon two reference dates: A-Day (date of SECDEF's public announcement to close installation) and C-Day (date the installation is to be cleared and ready for inspection and acceptance by the host nation).

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2. The engineer closure actions are listed sequentially with A-Days first and then C-Days; however, it should be noted that some of the A-Days and C-Days may overlap, especially if C-Day is less than 300 days after A-Day. Therefore, the actions need to be considered all together not necessarily individually and sequentially as listed.

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<u>ACTION</u>	<u>TARGET DATE FOR COMPLETION</u>
Submit proposals for installations to close to EUCOM for DOD coordination. (IMA-E ICW USAREUR G3)	A-120 Days
Stop all MILCON programming (DODDS, MCA, NAF, AAFES, TSA, Medical). Stop all NATO programming if required. (IMA-E ICW ASG/BSB)	A-120 Days
Notify US Army Engineer District, Europe to stop design work on all construction projects, including MCA, DODDS, AAFES, NATO, etc. (IMA-E)	A-120 Days
If MCA or NATO construction ongoing, prepare economic analysis to determine best option for US Government: contract completions or penalty payments. Determine residual values. (IMA-E)	A-120 Days
If installation has NATO-funded property, request DCSSENGR advise NATO of intent to close installation and to return property to host nation by projected turnover date. Request deletion from NATO inventory by projected turnover date, or within one year, whichever is earlier. (IMA-E ICW DCSSENGR)	A-Day
Closing installation terminate development of any Energy Savings Performance Contracting (ESPC) projects. Advise US Army Engineer District, Europe to inform ESPC contractor of decision to terminate project development and under no circumstances will a task order be awarded at that location.	A-Day
Decide if early transfer of certain facilities is advisable or necessary. Advise ASG/BSB to prepare AE Form 405-8A-Rs for installation/ leases to be terminated and forward to IMA-E, RE Br within 45 days. (IMA-E ICW ASG/BSB)	A+30 Days
Determine whether construction projects, regardless of funding source (e.g., MCA, UMMCA, NATO, AFH, PIF, TSA, DLA, MiR, DODDS, Medical, NAF, AAFES) should be cancelled, terminated or completed. (ASG/BSB)	A+30 Days
Notify FMOC/FMOD/NATO of decision to stop all construction on	A+30 Days

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installation designated for closure. (ODCSSENGR ICW LNO/USFLO)		
Determine which restricted areas, compulsory property insurance, facilities, leases, and accommodation program requests, if any, are to be retained. (IMA-E, ICW ASG/BSB)	A+30 Days	Deleted: ODCSENGR
Cancel all OMA and AFH (1900) planned work on facilities not required for operations until turnover or unit moves. Continue with projects not already under construction only as exceptions approved by community commander or DCC. Projects under construction should normally be completed. Continue with Class I environmental projects necessary to prevent imminent risk to human health or the environment. Review other Class I projects IAW AR 200-1, Chapter 14. (ASG/BSB)	A+30 Days	
Gaining ASG receive and begin restructuring engineering automation systems data from closing ASG/BSB. (ASGs/BSBs ICW ODCSENGR)	A+30 Days	
Determine needed budget changes, and notify ODCSENGR of requirements. (ASG/BSB ICW ODCSENGR)	A+60 Days	
Determine changes needed in service and utility contracts and initiate appropriate contract modifications (ASG/BSB ICW IMA-E, and RCO)	A+60 Days	Deleted: ODCSENGR
Identify all hazardous materials which must be moved or disposed of prior to property release. Arrange for disposal thru DRMO. (Inactivating units, ASG/BSB)	A+90 Days	
Identify any existing local or regional legal agreements which define environmental actions, projects, or which must continue after transfer regardless of user. Initiate modification of agreement. (ASG/BSB)	A+90 Days	
Authorize REFOs to issue termination notices (using AE Form 405-8A-R) to landlords IAW lease requirements and requested termination dates and initiate termination of associated utilities contracts and letter orders. (IMA-E, ICW ASG/BSB and RCO)	A+90 Days	Deleted: Request that Deleted: 1200-R Deleted: ODCSENGR
Notify service contract vendors and receiving activities of contract changes. (IMA-E, and ASG/BSB ICW RCO)	A+90 Days	Deleted: ODCSENGR
Transfer service contracts as changes are completed. (IMA-E, ICW RMO)	A+90 Days	Deleted: ODCSENGR
Closing installation notify US Army Engineer District, Europe of need to consider executing buyout provision to implemented ESPC task orders. Develop timeline for task order termination where applicable.	A+90 Days	
Remove unit equipment attached to facilities and equipment in place (including furniture), except that planned to remain. (Inactivating Unit ICW ASG/BSB)	A+120 Days	
Dispose of /Turn in maps to ASG IAW Annex H (Inactivating Unit ICW ASG/BSB)	A+120 Days	
Plan for minimum services, including security, required between unit movement and facility turnover. (ASG/BSB)	A+150 Days	
Receive real property from inactivating units (ASG/BSB)	A+150 Days	Deleted: E
Develop preliminary ESR for closure of entire BSB if appropriate (ASG/BSB ICW IMA-EURO Env Br)	A+160 Days	
Plan for termination of equipment leases. (ASG/BSB ICW RCO)	A+180 Days	
Update US investments on real property records and HQIFS-U. ASG/BSB ICW IMA-E,	C-270 Days	Deleted: ODCSENGR
Develop plan for return of appliances, excess food service equipment, furniture, and frequency converters, and for cancellation of centralized	C-270 Days	Deleted: a

service contracts. (IMA-E, ESC ICW ASG/BSB)		Deleted: ODCSENGR
Obtain from redeploying units personnel roster with departure dates. Develop plan for disposition of AFH, GRHP, private rental Government leased housing units, B0Qsj and SEBQs. (ASG/BSB)	C-270- Days	
Coordinate removal of equipment in place with tenant units (sanitizing facilities which house classified operations, disconnecting industrial equipment, etc.). (ASG/BSB, Inactivating units)	C-270 Days	Deleted: *
Coordinate engineering automation' systems modification/disposition (i.e., cancellation or modification of maintenance contracts, procedures for moving equipment, and transfer of data bases) . (IMA-E ICW ASG/BSB)	C-240 Days	Deleted: ,
Coordinate desired condition of facilities and utilities upon turnover (e.g. water shut off at USB, at building entry, or left on). (ASG/BSB ICW IMA-E, BVA)	C-240 Days	Deleted: ODCSENGR
Notify GRHP landlords of lease termination. (ASG/BSB)	C-240 Days	Deleted: ICW RCO
Identify excess appliances, furniture, food service equipment and frequency converters; request disposition instructions from IMA-E, ESC. (ASG/BSB ICW IMA-E, ESC)	C-210 Days	Deleted: ODCSENGR
Ensure receipt of 1354s from EUD resident or area offices on additions and known improvements to facilities. Record improvements on real property records (and AE Form 405-8B-R, when developed). (ASG/BSB ICW EUD)	C-210 Days	Deleted: ODCSENGR
Review records for any reimbursable payments due. (ASG/BSB)	C-210 Days	
Determine status of NATO or conjunctively funded (MCA/OMA/NATO) projects on installation. Should facility stay as part of NATO Infrastructure or be turned over with other facilities? (IMA-E ICW ODCSENGR)	C-210 Days	Deleted: 1204-1-
Modify USAREUR Engineering Systems Automation contracts. Notify EHSC-COE of need to modify HQDA contracts. (IMA-E)	C-210 Days	Deleted: VGR ICW NATO and Host Nation
Conduct initial survey of installation to verify US investments are accurately recorded on real property records. (ASG/BSB, IMA-E REFO)	C-210 Days	Deleted: ODCSENGR
Remove JSIIDS equipment from facilities and turn it in to Installation PBO. Wiring may remain in place. (ASG/BSB)	C-210 Days	
Conduct (when needed) follow-up to initial survey of installation. (ASG/BSB, IMA-E REFO)	C-180 Days	Deleted: ODCSENGR
Prepare Preinspection Environmental Status Report (ESR) IAW Appendix 12?, and AE 200-1. (IMA-E Env Br ICW ASG/BSB)	C-180 Days	Deleted: ??
Send AE Form 405-8B-R (Receipt for US Improvements) to ASG/BSB, requesting completion NLT C - 90. (IMA-E REFO ICW ASG/BSB)	C-150 Days	Deleted: USAREUR OPLAN 4374, Brilliant Exit
Turn in or transfer excess appliances, furniture, food service equipment, and frequency converters. (ASG/BSB ICW IMA-E, ESC)	C-120 Days	Deleted: UR
Forward approved AE Forms 408-8A-R to IMA-E REFO with disposition instructions for installation closures. Notify FMOD/FMOF of projected date for turnover of installation. (IMA-E, RE Br)	C-120 Days	Deleted: ASG-/BSB
Provide notification to terminate telecommunication lines for engineering systems. (ODCSENGR)	C-120 Days	Deleted: 1204-1 or 1204-1-R
Estimate funds required for remaining real estate leases prior to transfer/termination. (IMA-E)	C-120 Days	Deleted: ODCSENGR
		Deleted: 1200-Rs
		Deleted: ODCSENGR
		Deleted: ODCSENGR ICW RMO)

Be prepared to provide quarterly updates to Unconstrained Requirements Report (URR, AR 420-16), format to be provided. (ASG/BSB ICW <u>IMA-E</u>)	C-120 Days	Deleted: ODCSENGR
Terminate <u>ESPC</u> task orders.	<u>C-90 Days</u>	
Initiate clearing support activities from the installation. (Support Activities ICW ASG/BSB)	C-90 Days	
Submit <u>filled in AE Forms 405-8B-R</u> , to ODCSENGR. (ASG/BSB)	C-90 Days	Deleted: 1204-1-R
Conduct Pre Inventory & Condition inspection of facility to estimate turnover potential and work to be done to prepare facilities for turnover. Verify/refine capital investment data on form 1354 summary print outs. Video tape potential problems. (ASG/BSB ICW <u>IMA-E</u> REFO)	C-90-30 Days	Deleted: Investment Forms
Cancel all service orders and open-end contracts not required for caretaker maintenance pending turnover. (ASG/BSB ICW <u>IMA-E</u>)	C-60 Days	Deleted: E Deleted: /ODCSENGR Deleted: ODCSENGR
Cancel all service orders and open-end contracts not required for caretaker maintenance pending turnover. (ASG/BSB ICW <u>IMA-E</u>)	C-60 Days	Deleted: ODCSENGR
Report quantity of heating fuels expected to be on hand at turnover. (ASG/BSB ICW <u>IMA-E</u> REFO)	C-60 Days	Deleted: X
Redistribute excess non-centrally managed items (NCMI) and RPMA supplies. Report NCMI excess thru ASG to <u>IMA-E</u> . ATTN: <u>???</u> for disposition.	C-60 Days	Deleted: BQ USAREUR, ATTN: AEAEN-FE-B, Deleted: EH
Report excess centrally managed <u>DOW</u> equipment to USAREUR G4 , NTVO (for non-tactical vehicles) or 200th TAI*1C (for commercial construction equipment); info copy to <u>IMA-E</u> . ATTN: <u>????</u> . (ASG/BSB)		Deleted: HQ USAREUR, Deleted: AEAEN-FE-B Deleted: USAREUR Deleted: AEAEN-FE-B. Deleted: ODCSENGR
Redistribute excess fire trucks IAW disposition instructions from <u>IMA-E</u> . ATTN: <u>?</u> . (ASG/BSB ICW <u>IMA-E</u>)	C-60 Days	
Provide updated draft ESR to IMA-E. (ASG/BSB ICW IMA-E Env Br)	<u>C-60 Days</u>	
Confirm final inspection (closure) date with host nation. (<u>IMA-E</u> REFO ICW BVA)	C-45 Days	
Complete clearing support activities from the installation. (Support activities ICW ASG/BSB)	C-30 Days	
Redistribute excess coal and fuel oil supplies. (ASG/BSB ICW 200th TAMMC)	C-30 Days	
Redistribute excess refuse trucks. (ASG/BSB ICW <u>IMA-E</u>)	C-30 Days	Deleted: ODCSENGR
Identify and resolve issues of district heat contract <u>and utilities privatization contract</u> <u>successor ship</u> . (<u>IMA-E</u> ICW ASG/BSB & RCO)	C-30 Days	Deleted: successorship Deleted: ODCSENGR
Close sanitary landfills on property to be turned over, or arrange for transfer of their operation to the host nation. Closure will be ICW host nation standards. (ASG/BSB ICW <u>IMA-E</u> REFO <u>and Env Br</u>)	C-30 Days	
Operate sewage and water treatment plants until turnover. If host nation will not utilize the facilities, cap water wells and inactivate the water and sewage treatment plants. (ASG/BSB)		
Operate all utilities to include water, electricity, heat, etc. until turnover. Status to be determined in negotiations with host nation. (ASG/BSB ICW <u>IMA-E</u> REFO/ <u>FE</u>)	C-30 Days	
When ASG/BSB disbands for real property turned over to host nation, insure transfer to ASG assuming geographic area responsibility, records of: reforestation, erosion control, proper disposal of hazardous material and wastes, asbestos surveys and abatement projects, radon surveys,	C-30 Days	

sewer studies, known or suspected contamination, projects accomplished to abate contamination, and any other records potentially useful in negotiating future claims. (ASG/BSB ICW <u>IMA-E REFO</u> , <u>IMA-E Env Br</u> , and Receiving ASG)		
When ASG/BSB disbands for real property remaining under US Army control, insure transfer to ASG assuming geographic area responsibility: master plans, stationing and installation plans (SIP), ESR (with all backup files), installation design guides (IDGs), basic information maps, real property cards and supporting files, IFS data (on tape), budget, programming and workload data, O&M manuals for installed equipment, backlogged work requests, 420-16 files (including tech date, BMAR, and URR), project files, service contract files, maintenance and services equipment necessary for <u>SRM</u> mission accomplishment. (ASG/BSB ICW Receiving ASG)	C-30 Days	Deleted:
Back up UNISYS and INTEL/ATT data on tape. Move UNISYS/INTEL/ATT equipment and data and most personal computers to new site. Terminate most telecommunications/IDs. Activate new telecommunications lines where necessary. (Gaining ASG ICW closing ASG/BSB)	C-30 Days	Deleted: RPMA
Conduct (when needed) follow-up Pre-Inventory and Condition inspection. (ASG/BSB, <u>IMA-E REFO</u>)	C-30-15 Days	Deleted: , ODCSENGR)
Confirm installation turnover date with host country. (<u>IMA-E REFO</u> ICW ASG/BSB)	C-15 Days	
Terminate remaining telecommunications. Move remaining personal computers to new site. (Gaining ASG ICW closing ASG/BSB)	C-15 Days	
Complete removal of all hazardous materials and wastes. (ASG/BSB)	C-15 Days	
<u>Ensure installation is vacant except for any property documented on residual value claims and previously coordinated with BVA. (ASG/BSB ICW REFO)</u>	<u>C-Day</u>	Deleted: 1204-1
Conduct final Joint Inventory & Condition inspection of facilities/ installation with Host Nation representatives, prepare Inventory and Condition Report, confirm US investments on AE Form <u>405-8B-R</u> , and secure installation. Document condition of facilities with photographs or videos and appropriate narration, and transfer installation with keys to Host Nation custody. (<u>IMA-E REFO</u> ICW ASG/BSB and Host Nation)	C-Day	Deleted: ICW REFO
<u>Provide residual value claim (AE Forms 405-8B-R) to Host Nation at transfer of installation. (IMA-E REFO)</u>	<u>C-Day</u>	Deleted: Ensure installation is vacant except for any property documented on residual value claims and previously coordinated with BVA. (ASG/BSB ICW REFO) ... [11]
Coordinate final purchased utilities meter readings with suppliers, and prepare final billing meter record. (ASG/BSB ICW RCO)	C-Day	Deleted: Provide residual value claim (AE Forms 1204-1-R and 1204-1) at transfer of installation. (ODCSENGR/REFO ICW ASG/BSB and Host Nation) ... [12]
Publish final ESR. (<u>IMA-E ICW ASG/BSB</u>)	C+15 Days	Deleted: Provide care custody, security, and minimum essential maintenance to vacant facilities for an extended period should there be unforeseen delays in transfer of real property. (ASG/B ... [13]
Accept claims for restoration of premises/ <u>settlement of damages</u> NLT 3 months following termination (if applicable). (<u>IMA-E</u> , REFO)	C+90 Days	Deleted: host nation
Negotiate settlement of residual value/restoration claims for released property, and submit to <u>IMA-E, Real Estate</u> , for approval. Maintain record of settlement. (REFO)	<u>As soon as facility has a reuse or is sold by HN , but NLT C+4 YRS</u>	Deleted:
		Deleted: ODCSENGR
		Deleted: *These actions will be planned as soon as possible after C-Day.¶ Coordination of date with host nation, and larger size of some¶ installations requiring several days to complete, may require delay ¶ of completion to as long as

APPENDIX 2 TO ANNEX H TO USAREUR OPORD 4352-03
IMA-E ENGINEER INSTALLATION TURNOVER ACTIONS

1.

2. Responsibilities.

a. Area Support Group. Area Support Groups are responsible to monitor and guide BSB installation turnover actions. In addition, they will:

(1) Ensure that AE Forms 405-8A-R reach IMA-E, RE Branch in a timely manner.

(2) Participate in Pre- and Final I&C Inspections as desired.

b. Base Support Battalion. Base Support Battalion Commanders are responsible for ensuring that facilities and installations under their control which have been announced for closure are prepared for expeditious and efficient return to the Host Nation and that they are adequately secured and maintained until turnover to the Host Nation. BSBs will:

(1) Provide adequate maintenance and security for installations after all units and tenant activities have departed until facilities are released to the Host Nation to minimize vandalism, pilferage, and degradation of facilities. Facilities maintenance and repair requirements for installations announced for closure are in Appendix 3.

(2) Identify pending accommodation program requests; family housing, GRHP and non-family housing leases; facility support contracts; and construction projects which will be affected by installation re-alignment and closure actions.

(3) Identify real estate interests to be retained, e.g. easements for utility/communication lines across property to be released.

(4) Prepare AE Forms 405-8A-R for all real estate to be released and forward through ASG to IMA-E, RE Branch.

(5) Update 1354 data on capital improvements at closing facilities/installations.

(6) Provide representatives to Pre- and Final I&C Inspections. Details are in Appendix 4.

(7) Determine and execute the disposition of all equipment-in-place prior to I&C Inspection.

(8) Prepare estimate of current value of US capital improvements. For installations in Germany, complete AE Form 405-8B-R and submit to REFO with ESR.

(9) Inventory and tag keys.

(10) Ensure that facility is empty and swept clean for the final inspection and turnover to the Host Nation. Ensure that pertinent records, i.e. operating permits, specifications for systems, etc. are available for turnover to the Host Nation at the Joint I&C Inspection.

c. Real Estate Field Office. The Real Estate Field Offices are the primary link with the local Host Nation offices responsible for accepting installations to be returned to Host Nation and negotiating the value of US investments in those installations. The REFOs will maintain a professional relationship with the local Host Nation offices and work closely with the ASG/BSB DPWs in executing the return of real property to the Host Nation and claiming residual value. The REFO will:

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(1) Organize the I&C Pre-Inspection ICW with BSB and chair the inspection.

(2) Prepare the I&C Pre-Inspection Checklist and forward a copy to the BSB. See Appendix 3.

(3) For installations in Germany, prepare AE Form 405-8B-R and forward to BSB for completing the capital investment data prior to final I&C Inspection.

(4) Coordinate I&C inspection and turnover date with BSB and local Host Nation representative and invite all participants.

(5) Host I&C inspection

(6) Provide claim for recoupment of the value of US capital improvements (AE Form 405-8B-R for Germany) to the Host Nation.

(7) Prepare I&C Report.

(8) Release the facilities/installation together with pertinent records to the Host Nation.

d. IMA-E, Real Estate Branch. IMA-E, Real Estate is responsible for approvals and notifications which will authorize the REFOs to , notifications, and for Is and

(1) Approve and forward to REFO AE Forms 405-8A-R for all real estate to be released in connection with announced closures.

(2) Notify Host Nation, in accordance with provisions of international agreements, of date when installations announced for closure will be available for return.

(3) Ask ODCSENGR to request deletion from NATO inventory for NATO installations/improvements which have been announced for closure.

(4) Monitor progress of real estate actions in returning installations to Host Nation.

(5) Provide guidance to USAREUR staff agencies, ASG/BSB, REFOs, etc on real estate matter in connection with release of installations from US control. Report dates for return of installations to IMA-E FE for processing utility contract accounts.

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1. SITUATION. Installations announced for closure will be vacated by restationing or deactivating units and turned over to the control of ASG/BSB for return to the Host Nation. To comply with the provisions of agreements between the US Forces and the Host Nation and to protect the value of US capital investments in those installations, a certain level of maintenance and repair will be required until the installations are turned over to the Host Nation. At the same time, expenditure of US government funds are to be minimized.

2. EXECUTION. The BSB Commander is responsible for maintenance and repair of facilities under his control until turnover to the Host Nation. The following maintenance and repair actions will be accomplished once an installation is announced for closure:

a. Review all requirements for new construction at the installation announced for closure. All but essential projects will be cancelled.

b. Review all ongoing new construction, maintenance, and repair projects and, based on the results of an economic analysis, establish which projects should be terminated.

c. Review all unexecuted work requests on facilities scheduled for turnover and cancel all but essential requirements.

d. Provide minimum essential maintenance and repair work necessary for mission accomplishment, safeguarding of personnel and property, maintaining quality of life. All requests for work on facilities to be returned to the Host Nation will be scrutinized for necessity.

e. If an installation has been vacated but not returned to the Host Nation, it will be placed in caretaker status. In this status, the following will be accomplished:

(1) Facilities will be put in weather-tight condition to prevent any damage from the elements.

(2) Remove and properly dispose of property which will not be turned over to the Host Nation with the installation.

(3) Physically secure facilities.

(4) Put facilities and operating systems in a condition appropriate for the season.

(5) Continue to police the installation to keep in presentable condition.

(6) Accomplish minimum essential repair necessary to prevent further damage

(7) Periodically inspect installations to check condition of the facilities.

(8) Review all service and deliver order contracts and cancel/modify contracts as necessary

(9) Ensure emergency services (fire fighting, police, etc.) can access.

APPENDIX 4 TO ANNEX H TO USAREUR OPORD 4253-03
INVENTORY & CONDITON INSPECTIONS

1. Inventory & Condition (I&C) Inspections will be planned by the Real Estate Field Office in coordination with the BSB DPW and, if applicable, with Host Nation representatives. They will be conducted in accordance with timelines in Appendix 1.

2. The I&C Pre-Inspection(s) will be attended by the REFO, the BSB Commander or his designated representative (normally DPW). In the case of total BSB closure, the gaining BSB Commander or representative will also attend. The objective of the inspection is to verify 1354 data on capital investments, to record the condition of the investments, and identify corrective action required prior to return of the property to the Host Nation.

a. The following will be checked to verify the 1354 data:

(1) Does the improvement still exist?

(2) Degree of maintenance. Normal wear and tear, considering the age of the improvement, should be the standard. Adjustments to the 1354 data should be made for renovation which increases the life expectancy or lack of maintenance which decreases life expectancy.

(3) Equipment-in-place. DPW must determine disposition of all such equipment.

(4) Validate project life (i.e. 25 vs 40 years).

b. A photographic or video record of the facilities should be made during the inspection.

c. The REFO will complete the I&C Pre-Inspection Report (encl 1) documenting required follow-on actions and distribute to participants.

d. Following the Pre-Inspection, the BSB DPW will make necessary changes to the 1354 data.

3. The REFO will schedule the joint I&C inspection in coordination with the BSB and the Host Nation representatives. The inspection will be attended by the REFO, the BSB Commander or his designated representative (normally DPW), and Host Nation representatives. In the case of total BSB closure, the gaining BSB Commander or representative will also attend. The objective of the joint I&C inspection is to establish the condition of the facility/installation, assert the claim for recoupment of US capital investments, and transfer the facility/installation to the Host Nation.

a. The REFO will provide a claim for recoupment of US capital investments and the 1354 listing to the the Host Nation.

b. The adjusted 1354 listing will be compared to the facilities to be transferred to the Host Nation.

c. If necessary, special conditions for release will be negotiated between REFO and the Host Nation.

d. Details on compensation for fuel oil left in tanks will be agreed between REFO and Host Nation.

e. REFO will transfer the facilities/installation to be released to the Host Nation together with pertinent plans, records, specifications and keys.

f. REFO will complete the I&C Inspection Report (encl 1) and distribute to US participants.

ENCLOSURE TO APPENDIX 4 TO ANNEX H TO USAREUR OPORD 4253-03
INVENTORY & CONDITON INSPECTION REPORT

INVENTORY AND CONDITION REPORT

PRE-I&C

JOINT I&C

ASG: _____
BSB: _____
ARLOC: _____
INSTALLATION: _____
FACILITY: _____
ATTENDEES

<u>Name</u>	<u>Organization</u>	<u>Phone</u>

TYPE OF PROPERTY:

OVERALL CONDITION

SALVAGE VALUE (VALUE OF MATERIALS AND EQUIPEMENT): _____
DEMOLITION COST (COST TO DEMOLISH FACILITY): _____
NET SALVAGE VALUE (SV MINUS DEMO COST): _____
REHAB COTS (THE TOTAL OF ESTIMATED REPAIR
COSTS FOR THE REPAIRS LISTED ON THE FORM): _____

PHOTO TAKEN OF INSTALLATION
VIDEO RECORDING TAKE OF THE INSTALLATION

COST ESTIMATE *

[illegible]

90

GENERAL SURVEY - INTERIOR

FLOORS AND FLOOR COVERINGS

CEILINGS

WALLS

DOORS AND WINDOWS

PLUMING

ELECTRICAL FIXTURES

WOODWORK

HEATING

IN-PLACE-EQUIPMENT

ATTACH ADDITIONAL SHEETS AS NEEDED

GENERAL SURVEY - EXTERIOR

ROOFS/EAVES/DRAINPIPES

WALLS

WINDOWS AND DOORS

FENCING

LAWN/SHRUBBERY/TREES/PERRENIALS

WALKS/DRIVEWAYS

GARAGES AND OUTBUILDINGS

ENTRANCES/ELEVATORS/PATIOS

SEWAGE

REMARKS

ATTACH ADDITIONAL SHEETS AS NEEDED

APPENDIX 5 TO ANNEX H TO USAREUR OPORD 4352-03
INACTIVATING UNIT ACTIONS FOR REAL PROPERTY MATTERS

ACTION	TARGET DATE FOR COMPLETION
Provide unit roster to DPW. Roster must indicate anticipated departure dates of personnel and current place of residence, i.e., billets, BOQs, private rentals, GRHP, etc., including complete address. Roster should also show destination, i.e. ITT within USAREUR or PCS to CONUS.	E-120 Days
Cancel automatic map distribution.	E-120 Days
Ensure personnel who live in private rental housing report to BRO and provide termination notification to landlords, utility and telephone companies.	E-120 Days
Coordinate with DPW for removal of unit equipment attached to facilities and equipment in place (including furniture).	E-100 Days
Coordinate with DRMO and DPW for removal of hazardous wastes/materials.	E-100 Days
Turn in bulk quantities of maps as described in Annex H, paragraph 3b(4)	E-90 Days
Ensure personnel about to ship HHG have inquired as to availability of interim furniture from CFMO (if required). Prior to HHG Shipment but	NLT E-90 Days
Arrange with DPW for pre-turnover inspection of all facilities assigned to unit; i.e., billets, administrative buildings, warehouses, maintenance and supply facilities, hardstands, washracks, dining facilities, etc. Ensure that DPW provides condition code checklists for all facilities.	E-60 Days
Coordinate with DPW or appropriate organization to ensure sufficient temporary lodging (eg., guest house, hotel) is available when moving personnel with families out of private rentals, GRHP units, family government quarters, etc., prior to their departure.	E-60 Days
Ensure personnel living in private rental or GRHP arrange for government furniture and appliances pickup.	E-45 Days**
Ensure personnel living in government quarters or government leased housing, BOQs, SEBQs, and GRHP arrange quarters pre-inspection and final clearance.	E-45 Days
Remove all unit equipment and equipment in place from facilities, as arranged with DPW.	E-30 Days
Turn in all hazardous wastes/materials to DR.MO.	E-30 Days
Arrange with DPW for turnover of all facilities	E-30 Days
Turn over to DPW all facilities, with keys, and engineer-related equipment.	E-8 Days

E-date is the projected date of unit inactivation or redeployment. It is assumed the main element of the unit departs on E-date. Public announcement of a unit's inactivation or redeployment will normally be made 180 days prior to E-date. If an announcement is not made to allow 180 days for inactivation, date for completion of actions may require adjustment.

** Target date is for scheduling appointments only; furniture turn-in and quarters clearance dates must be based on household goods pickup schedules and port calls. Many families often leave much earlier than E-day. Scheduling for household goods and quarters inspection should be done at least 45 days prior to each individual's port call.

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ACTIONS for Completion

Receive briefings from Engineer Support Team. E-150 Days

Provide unit roster to DEH. Roster must indicate anticipated departure dates of personnel and current place of residence, i.e., billets, BOQs, private rentals, GRHP, etc., including complete address. Roster should also show destination, i.e. ITT within USAREUR, or PCS to CONUS. E-120 Days

Cancel automatic map distribution. E-120 Days

Ensure personnel who live in private rental housing report to BRO and provide termination notification to landlords and utility and telephone companies. E-120 Days

Coordinate with DEH for removal of unit equipment attached to facilities and equipment in place (including furniture). E-100 Days

Coordinate with DRMO and DER for removal of hazardous wastes and hazardous materials. E - 100 Days

Turn in bulk quantities of maps as described in Annex H, paragraph 3b(4). E-90 Days

Ensure personnel about to ship HHG have inquired as to Prior to HHG availability of interim furniture from CFMO (if required). Shipment, but NLT E-60 Days

Arrange with DEH for pre-turnover inspection of all facilities assigned to unit; i.e., billets, [14]

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APPENDIX 6 TO ANNEX H TO CG USAREUR OPORD 4352-03

CONDITION CODE CHECKLISTS FOR RETURNING FACILITIES TO DPW

1. Billets, (AFH & UPH), Administrative, Supply, and General Purpose Buildings

- Clean walls in rooms; remove signs, posters, pictures, etc.; patch large holes. Painting is not necessary

- Clean floors; sweep and mop, vacuum rugs

- Wash windows and sills, inside and outside

- Thoroughly clean latrines; wash walls and floors; clean sinks, toilets, showers, etc.

- Remove unit equipment, e.g. JSIIDS (listed in detail by DPW)

- Remove trash and garbage

- List major repair requirements

- Leave keys with tags in interior door locks; tag all keys for exterior doors and locks and turn over to building coordinator, installation coordinator, or DPW after securing facilities.

- Arrange in advance with DPW and Installation Property Book Officer furniture disposition. Normally, all furniture must be removed; however, if arrangements are made with DPW to leave in building:

- Inventory by FSC for serviceability, with inventory sheet posted in each room

- Clean and serviceable condition

- Neatly arranged in rooms

- Furniture that is unserviceable or identified for usage elsewhere must be removed from building and turned in per instructions.

- Clean lights, ensure operable condition

- Close windows, drain and turn off radiators

- Complete DA Form 727 (Classified Container Information) for all combination locks and doors; provide forms to the DPW

2. Dining Facilities

- Clean walls and floors; ensure kitchen is free of grease and dirt; remove posters, pictures, signs, etc. from dining area; sweep and mop floors

- Wash windows and sills, inside and outside

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- Clean ventilation systems and grease traps
- Thoroughly clean latrines; wash walls and floors; clean *sinks*, toilets, showers, etc.
- Remove unit equipment (listed in detail by DPW)
- Remove trash and garbage
- List major repair requirements
- Thoroughly clean dining facility equipment, ensure grease-free; arrange disposition of equipment with DPW prior to turnover
- Turn in damaged or unserviceable equipment prior to clearance
- Leave all interior doors keys with tags in all interior door locks; turnover exterior doors keys with tags to Building/Installation Coordinator or to the DPW after securing facility.
- Clean lights, ensure operable condition
- Close windows, drain and turn off radiators
- Clean window screens
- Clean grease separators

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3. Maintenance Facilities

- Clean walls; remove signs, posters, pictures, etc.; patch large holes; remove grease and oil spots
- Clean floors; sweep and scrub clean, remove oil spills and grease spots
- Wash windows and sills, inside and outside
- Clean oil sumps and exterior of ventilation systems; replace filters
- Thoroughly clean latrines; wash walls and floors; clean sinks, toilets, showers, etc.
- Dispose properly of used oil, antifreeze, and battery acid through DRMO and DPW; empty and clean all tanks IAW HN requirements
- Drain air compressors of air, and turn off
- Remove unit equipment (listed in detail by DPW)
- Remove trash and garbage

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- List major repair requirements

- Leave keys with tag in interior door locks; tag all keys for exterior doors and locks and turn over to building coordinator, installation coordinator, or DPW after securing facility.

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- Clean lights, ensure operable condition

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- Close windows, turn off and drain radiators

- Complete DA Form 727 (Classified Container Information) for all combination locks and doors; provide forms to the DEH

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4. Hardstands, Washracks, Parking Areas

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- Clean all oil spills

- Sweep area clean, free of mud, dirt, etc.

- Remove garbage, trash, and debris; leave no abandoned vehicles or equipment

- Clean grease racks and ramps, leave free of grease and oil; empty used oil tanks and clean to HN requirements

- List major repair requirements (to include security fences)

- Remove padlocks, and secure gates interior to the installation in an open position

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- Clean POL separators

5. Ammunition Storage Facilities

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- Clean oil spills

- Sweep apron clean, free of mud, dirt, etc.

- After removal of ammunition, remove locks and close doors

- Sweep clean interior of buildings, including walls and roofs

- Remove trash, garbage, dunnage, and debris

- List major repair requirements (to include security fences and IDS)

6. Fuel Stations

- Coordinate storage tank cleaning with supporting environmental office (See Appendix 12 of this Annex H for further information on tank closure.)

- _Clean all oil and fuel spills
- _Sweep hardstand clean, free of mud, dirt, etc.
- _Remove garbage, trash, and debris
- _List major repair requirements (to include security fences)
- _Remove padlocks, and secure gates interior to the installation in an open position
- _Leave keys with tag in interior door locks; tag all keys for exterior doors and locks and turn over to building coordinator, installation coordinator, or DPW, after securing facility.
- _Measure fuel in storage tanks; turn in fuel IAW USAREUR G4 instructions
- _Clean walls in buildings; remove posters, pictures, etc.; patch large holes
- _Inspect and charge fire extinguishers; leave extinguishers in place

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7. Open Areas Surrounding Facilities

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- _Remove trash and debris
- _Fill in holes in ground which present immediate danger if abandoned
- _Ensure perimeter fences are left intact to provide security

APPENDIX 7 TO ANNEX H TO CG USAREUR OPORD 4352-03
DISPOSITION OF FURNITURE ACTIONS

PURPOSE. To identify procedures and policies regarding the disposition of furniture in closing and drawdown communities. The action timelines listed below are a guide for processing of excess furniture. Dates may be adjusted depending upon the availability of billets and family housing units.

<u>ACTION</u>	<u>TARGET DATE FOR INITIATION</u>
<u>Identify requirements for moving and handling AFH and UPH furnishings. (ASGs/BSBs)</u>	<u>C 230 Days</u>
<u>Identify excess furnishings for redistribution within ASG. (RESCs/ASGs)</u>	<u>C 270 Days</u>
<u>Identify excess DM furniture. Report and obtain disposition instructions from IMA-E, ESC IAW VEBEG requirement. (ASGs/BSBs)</u>	<u>C 270 Days</u>
<u>Identify GFOQ furniture and upgraded furniture for redistribution. Coordinate/schedule transfer. (RESCs)</u>	<u>C 270 Days</u>
<u>Report furnishings which are excess within the The ASG to IMA-E, ESC for redistribution. (RESCs/ASGs)</u>	<u>C 240 Days</u>
<u>Develop redistribution plan for excess furniture Based on ENG 235 requirements. (IMA-e, ESC)</u>	<u>C 250 Days</u>
<u>Provide funding for transportation of excess furnishings. (IMA-E)</u>	<u>C 200 Days</u>
<u>Schedule classification appointments of furniture in warehouse and barracks, when sufficient volumes become available. (ASGs/RESCs ICW IMA-E, ESC)</u>	<u>C 180 Days</u>
<u>Provide personnel to move and separate furniture for and during classification. (ASGs/BSBs)</u>	<u>C - 180 Days</u>
<u>Prepare DA Form 2407s prior to the arrival of classifier. (RESCs/ASGs)</u>	<u>C - 150 Days</u>
<u>Classify furniture and provide disposition instructions. (IMA-E, ESC ICW CMMC)</u>	<u>C - 150 Days</u>
<u>Finalize processing of all excess furnishings. (ASGs/BSBs ICW IMA-E, ESC)</u>	<u>C - 100 Days</u>

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Terminate processing of excess furnishings.

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Closeout CFMO property books. (ASGs/BSBs ICW
IMA-E, ESC)

C - 30 Days

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APPENDIX 8 TO ANNEX H TO CG USAREUR OPORD 4352-03
Environmental Actions Required for Installation Closure

1. SITUATION.

a. The US Army in Europe's policy is to provide good environmental stewardship while inactivating units and preparing installations for return to host nation. Commanders must ensure that unit activation implements that environmental management policy.

b. This appendix addresses three key tasks to be accomplished in returns to the host nation: hazardous materials/hazardous waste disposition, tank closure, and documentation of environmental status of the facility .

2. MISSION. See Basic OPLAN.

3. EXECUTION.

a. HAZARDOUS WASTE / HAZARDOUS MATERIAL.

(1) Disposal of Hazardous Materials and Hazardous Wastes (HM/HW).

(a) Hazardous waste at facilities being returned to host nation must be properly disposed of prior to joint US /host nation inspection. In addition, the return of hazardous materials to the LOG/Supply system must also be completed by that time. Although the returning hazardous materials to LOG/Supply is not a Class I issue, it can raise logistical problems similar to those of hazardous waste disposal that must be resolved prior to turnover.

(b) In general, the generating unit is responsible for providing proper packaging and labeling and for effecting disposition of these items prior to joint inspection. Generating units must begin coordination with their ASG/BSB DPW immediately upon notification of closure or unit transfer to ensure HM/HW disposition is made in accordance with Final Governing Standards (FGS) and local community requirements. If, however, the HM/HW are still on the installation when the generating units leave, the responsibility resides with the ASG/BSB Commander and his DPW, as staff HM/HW manager, to ensure that proper packaging, labeling, and disposition are done.

(c) Commanders are advised that DRMOs take accountability but not physical custody of HW. Identify requirements and coordinate early with DRMO through the DPW. Advance coordination will ensure that HW can be removed in a timely manner. DRMS accountability does not fulfill the requirements of these closure procedures for physical removal of the hazardous wastes and material. In addition, storage limitations may present problems in the turn-in of hazardous materials to the LOG/Supply system. The chain of command must ensure that units identify and coordinate their DRMO and LOG/Supply needs early.

(2) ASG/BSB Commanders will take the following specific actions:

(a) Plan early for the turn-in/disposal of HM/HW.

(b) Use the ASG/BSB Hazardous Waste Management Board to coordinate HM/HW issues. Review and update the ASG/BSB Hazardous Waste Management Plan.

(c) Review closure plans for Hazardous Waste Storage Areas (HWSA) and update if necessary. Monitor use plans to ensure all required HWSA closure actions are taken prior to joint US/host nation inspection.

(d) Establish specific guidance and responsibilities for identifying, packaging, marking, labeling, and transporting of HM/HW and provide such guidance to the appropriate activities/units.

(e) Emphasize turn-in to supply of usable materials that can be reissued for use by other activities/units. These actions will minimize costs within the supply system and the amounts of hazardous materials generated.

(f) Coordinate early with the servicing LOG/supply activity and DRMO to provide them tentative inventories and to identify and discuss any requirements they may have for the associated H/HW turn-in/disposal.

(g) Prepare an updated inventory of the types of hazardous materials used and hazardous waste generated, their locations, quantities, and turn-in/disposal requirements. Be sure to include those facilities that support the military activities/units and that, subsequently, will also generate a quantity of HM/HW. Examples include AAFES facilities, housing areas, training areas, DCA activities, medical facilities, and DoDDS facilities.

(h) Establish central turn-in points and single points of contact within the ASG/BSB to specifically oversee the HM/HW management actions.

(i) Conduct inspections as necessary to ensure removal of HM/HW prior to joint US/host nation inspection.

(3) Any existing DRMO or locally procured contracts for the disposal of hazardous waste should be reviewed to assess their ability to handle the different types and increased quantities of waste associated with turnover to the host nation. Required modifications to the contracts must be made as early as possible to prevent any delays in the removal of hazardous waste.

b. TANK CLOSURE.

(1) Maintain (a) plans showing the location of all current and former storage tanks and (b) listing of all current and former storage tanks indicating their status and inventory records of what they contained. (Note that this information is included in the ESR.

- (2) Ensure all required host nation certifications and/or inspections are current.
- (3) Determine host nation preferences on the status of any heating oil storage tanks on the installation. Should the Host Nation landowner have an immediate, continued use for the tanks, it may be mutually beneficial not to drain and clean some or all of the tanks. Request any host nation determination in writing.
- (4) Empty and clean tanks (IAW FGS requirements) followed by host nation inspection, if required.
- (5) Fuel oils (and POL stocks in general) are hazardous materials. As such they must be turned in to LOG/supply. If not acceptable for return, they **MUST** be disposed of through DRMO as HW.
- (6) Country specific FGS closure or decommissioning requirements must be followed.
- (7) If time or the lack of appropriate contractors and/or contracting vehicles prevents cleaning tanks, notify host nation officials of the problem. If necessary, the tanks will be turned over to the host nation "as is" in order to make the closure date.
- (8) Note that in addition to the closure of tanks, POL separators and grease separators should also be cleaned and closed. No other major items (i.e., rain retention basins, sewers, ranges) should be cleaned without first consulting IMA-E, Environmental Branch.

c. ENVIRONMENTAL DOCUMENTATION.

(1) Preparation of Environmental Status Report (ESR).

(a) ESRs are centrally funded and managed by IMA-E. An ESR will be prepared by IMA-E for each installation that is to be turned over to the host nation. The ESR will document the environmental conditions at the installation. All ESRs will be reviewed and signed by the ASG/BSB Environmental Management Officer (EMO).

(b) Timing of the ESR is dependent upon the extent of closures within an ASG/BSB. If an entire BSB or operational ASG is to be closed, a preliminary ESR will be conducted within four months of the closure announcement. If only a single installation within a BSB or operational ASG is to be closed, the ESR should be prepared in accordance with the following schedule:

- | | | |
|---------------------|--|---------|
| • <u>C-300 days</u> | <u>Preliminary ESR (for closure of entire BSB, if appropriate)</u> | ← - - - |
| • <u>C-90 days</u> | <u>Preparation of draft ESR</u> | |
| • <u>C-60 days</u> | <u>Provide updated draft ESR to IMA (through ASG)</u> | |

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- C-15 days Removal of HM/HW complete
- C+15 days Final (signed) ESR to IMA

(c) The ESR will be a concise, useful summary of environmental conditions at the installation, supported by detailed backup documents. The ESR serves as an index and a guide to the contents of the files and environmental program documentation of the closing installation.

(d) ESR data. This report contains all known environmental damages. The data for this report is gathered from existing records (typically no information is included that is gathered strictly from interviews). Maps are included for all areas discussed (where applicable). The ESR must include the following:

- A determination of the significance of the environmental impacts associated with turnover of the installation and whether an environmental analysis must be prepared in connection with installation turnover.
- Consideration of the environmental impacts associated with installation turnover in determining whether any further environmental analysis is needed.
- Known and estimated clean-up costs for contaminated sites. This information is for official use only (FUOU) and will be maintained in a separable appendix of the ESR.
- Identification of all existing local or regional agreements that define environmental actions or projects that must continue after transfer regardless of end user.

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The following sections are covered in the ESR. (Note that the main portion of the report minus the appendices is referred to as the Environmental Condition Report – ECR)

- Installation Background Description: When acquired, area occupied, number of buildings, use.
- Summary of Environmental Conditions
 - USTs/ASTs. General discussion on number plus any removals followed by a list of remaining tanks, which includes location, serial number, construction material, size/use, last TUEV, status/comments. According to Reference d, Item EV 2, Section 5) the ESR must contain: (1) a plan showing the location of all fuel storage tanks and facilities both above and below ground, including those for fuel oil, waste oil and other POL products; (2) a listing of all tanks and facilities indicating their status (i.e., empty and cleaned, empty, cleaned and filled with sand, etc.) and inventory records of what they held; and (3) a plan and listing of former sites for fuel and POL storage tanks and facilities, including coal yards.
 - Sewer Conditions. Type of system (combined), when constructed, condition, location of POL separators.
 - Sewage Treatment Plant. In existence or previously there.
 - Asbestos Survey and Abatement Records. Last survey, by whom and general data on results plus list by building of asbestos, which includes building number and Asbestos Containing Building Material.
 - Landfills in Use.
 - Landfills Closed
 - Air Pollution. Any records of air pollution problems are noted.

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- Erosion, Deforestation and Other Natural Resources Damage.
- Radon Surveys. Date survey was conducted and by whom plus list which includes building number, radon reading and floor
- Drinking Water. How supplied and test records (where located)
- Hazardous Waste/Hazardous Material. What stored where and whether HM/HW has been removed.
- Polychlorinated Biphenyls (PCBs). Any PCB containing items, including location.
- General Environmental Reports
- Known Soil and Groundwater Contamination. Include all investigations and remediation activities (where, who did work and results). Remediation that will/should continue after closure will be documented.

- ESR Appendices

- Appendix A: Underground and Aboveground Storage Tanks
- Appendix B: Sewer Conditions
- Appendix C: Sewage Treatment Plant Conditions and Operating Records
- Appendix D: Asbestos Survey and Abatement Records
- Appendix E: Landfills in Use, Operational Data
- Appendix F: Landfills Closed, Monitoring Records
- Appendix G: Air Pollution
- Appendix H: Erosion, Deforestation, and Other Natural Resources Damage
- Appendix I: Radon Surveys and Abatement Records
- Appendix J: Drinking Water
- Appendix K: Hazardous Waste/Hazardous Material (HM/HW)
- Appendix L: Polychlorinated Biphenyls (PCBs)
- Appendix M: General Environmental Records
- Appendix N – V: Reserved
- Appendix W: Sources of Verbal Information
- Appendix X: Identification Codes for Environmental Files
- Appendix Y: Results of US/Host Nation Joint Inspection
- Appendix Z-1: Known Sites. Known and Estimated Clean-up Costs
- Appendix Z-2: Suspected Sites

- Figures as required.

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4. COORDINATION REQUIREMENTS.

a. Coordination with host nation officials should continue in accordance with standard practices. Ensure officials are informed on closure process and actions.

b. Visitors from outside the Ministry of Defense should have some formal permission to enter the installation. Formal requests for permission to visit should be made to the ASG commander who should grant permission in accordance with Section 2.b.(2)(i) of Annex H.

c. Information provided to host nation officials or in response to other approved requests must be factual. Financial data or costs estimates will not be provided.

d. Host nation officials or regulatory agencies may have the right to conduct studies. Coordination in advance is required and any visits will be done at the convenience of the BSB commander and staff. Studies are requested by anyone other than the land owners must be approved by the landowner prior to commencement.

APPENDIX 9 TO ANNEX H TO CG USAREUR OPORD 4352-03
IMA-E REAL ESTATE FIELD OFFICES LOCATIONS
AND AREAS OF RESPONSIBILITY

<u>REFO ADDRESS</u>	<u>COMMUNITY AREAS OF RESPONSIBILITY</u>
<u>BENELUX REAL ESTATE OFFICE</u> <u>RUE DE L'ESCAUT INDUSTRIAL AREA</u> <u>BUILDING 212, ROOM 121</u> <u>7010 SHAPE, BELGIUM</u>	<u>BELIGUM</u> <u>THE NETHERLANDS</u> <u>LUXEMBOURG</u> <u>FRANCE</u>
<u>REAL ESTATE OFFICE MANNHEIM</u> <u>APO:</u> <u>CMR 418</u> <u>APO AE 09058</u> <u>CIV:</u> <u>POSTFACH 31 02 40</u> <u>68262 MANNHEIM</u>	<u>BAUMHOLDER</u> <u>DARMSTADT</u> <u>GIESSEN</u> <u>HEIDELBERG</u> <u>HANAU</u> <u>KAISERSLAUTERN</u> <u>MANNHEIM</u> <u>NORDDEUTSCHLAND</u> <u>WIESBADEN</u>
<u>NUERNBERG REAL ESTATE OFFICE</u> <u>STEUBENSTR. 23 (EHMALIGE US KASERNE DARBY)</u> <u>90763 FUERTH</u>	<u>ANSBACH</u> <u>BAMBERG</u> <u>SCHWEINFURT</u>
<u>GRAFENWOEHR REAL ESTATE SUBOFFICE</u> <u>APO:</u> <u>Unit 28130</u> <u>APO AE 09114-8130</u> <u>CIV:</u> <u>GEB. 434</u> <u>92655 GRAFENWOEHR/LAGER</u>	<u>HOHENFELS</u> <u>GRAFENWOEHR</u> <u>VILSECK</u>
<u>MUNICH REAL ESTATE SUBOFFICE</u> <u>TEGERNSEER LANDSTR. 212</u> <u>81549 MUENCHEN</u>	<u>BAD AIBLING</u> <u>AFRC</u>
<u>STUTTGAART REAL ESTATE SUBOFFICE</u> <u>APO:</u> <u>CMR 30401</u> <u>APO AE 09107</u> <u>CIV:</u> <u>ROBINSON BARRACKS, GEB. 136</u> <u>BURGHOLHOF, AUERBACHSTR. 197</u> <u>70376 STUTTGAART</u>	<u>WUERZBURG</u> <u>KITZINGEN</u> <u>STUTTGAART</u> <u>ASCHAFFENBURG</u>

APPENDIX 10 TO ANNEX H TO CG USAREUR OPORD 4352-03
RESIDUAL VALUE & DAMAGE CLAIMS NEGOTIATIONS & SETTLEMENTS

1. General. U.S. legislation directed recovery of maximum residual value (RV) for investments made in host nation facilities (P.L. 101-510). U.S. legislation further requires that the recovered RV be primarily deposited in cash into the U.S. Treasury (P.L. 101-510). In October 1992, P.L. 102-484 allowed for recovery of RV in the form of payment-in-kind (PIK) for projects approved by DoD.

EUCOM Directives 62-3 & 56-11 give USAREUR/IMA-E the executive authority for real estate operations including recovery of RV in the Federal Republic of Germany (FRG), parts of Italy and BENELUX.

Under Article 52, Supplementary Agreement (SA) to the NATO Status of Forces Agreement (SOFA), the US Forces are entitled to recovery of RV from the Federal Republic of Germany (FRG) for *improvements* that have been made to the host nation facilities. Article 41, SA to the NATO SOFA, provides for the FRG to request damage claim offsets if the US Forces have been negligent in the proper maintenance of the facilities (this includes environmental damages) or there has been willful damage. These damage claims are to be offset from the RV. However, the Protocol of Signature, RE Art 52, SA to the NATO SOFA requires the FRG to provide RV to the US Forces only if there is an economic or military use of the returned facilities (including the US investments) or there is a sale, if any.

For Italy there is a SOFA but no SA detailing the recovery of RV. However, an agreement (Shell Agreement) was reached in 1995 that addresses the recovery of RV in a rather broad aspect. There is no agreement with the BENELUX that specifically addresses the recovery of RV; however, common sense negotiations have led to some successes in the recovery of RV from those nations.

Note 1: As most USAREUR/IMA-E facilities are in the FRG, the RV and damage claim negotiation procedures described below pertain to actions in the FRG; however, as best as feasible, these procedures should also be used in the other countries where USAREUR/IMA-E has executive authority for real estate operations.

Note 2: The RV and damage claim procedures described below pertain to facilities that the US Forces have obtained from the host nation generally on a "rent-free" basis and are owned by Federal or State government agencies. For facilities that have been acquired by contract, e.g., leases, rentals, etc., the conditions of the contract will dictate the settlement of RV and damages.

2. Actions by the ASG/BSB DPWs. At least 210 days prior to closure of facilities, DPWs must review and update all real property records that includes recording and consolidating all improvements/investments (from DD Form 1354) that have been made to the facilities. The consolidated 1354 report (printout - example at TAB A) will be developed listing all original investments, current replacement cost and current value of the investments (replacement cost – depreciation). A computer program is available on IFS that will assist in getting this report consolidated. There should separate sections for appropriated fund, non-appropriated fund, host nation and NATO investments. AE Form 405-8B-R (example at TAB B) listing the total residual value claim (total investment) and the consolidated 1354 printout will be provided to the REFO at least 90 days prior to the return of the facilities to the host nation.

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H TO CG USAREUR OPORD 4352-03
TYPICAL INSTALLATION CLOSURE
TIMELINE

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3. Actions of the Real Estate Field Offices (REFOs). At the time of the return of facilities to the Host Nation, REFOs provide the OFD/BVA with the US Forces' claim for RV (AE Form 405-8B-R). Within 30 days after the return of the facilities, REFOs will provide IMA-E, Real Estate-RV a closure packet that includes at least those items listed at TAB C. REFOs will contact OFD/BVA at least on a quarterly year basis on the status of the disposition of the returned facilities. Once the OFD/BVA has sold the facilities or has found a reuse otherwise, REFOs will start RV & damage claim negotiations (RV negotiation and damage claim matters are at TAB D). Upon reaching agreement with the OFD/BVA, a RV Negotiations Report (example at TAB E) will be forwarded to IMA-E, Real Estate requesting approval of a local interim settlement. IMA-E, Real Estate will approve (if there are no objections and the settlement is fair and just) and authorize the REFO to conclude the local interim settlement by an exchange of letters or countersigning of FRG Forms A, B & C, as applicable. If an RV settlement cannot be reached at the REFO – OFD/BVA level within 4 years after return of the facilities or within the four years it does not appear that a settlement can be reached, the current status of the RV negotiations will be forwarded to IMA-E, Real Estate for further action. A RV Negotiations Report will be forwarded by the REFO outlining the reasons for not being able to reach a settlement.

4. Actions of IMA-E, Real Estate. RV Section, IMA-E, Real Estate consolidates the local REFO – OFD/BVA RV settlements into yearly RV settlement packages. RV section will negotiate a settlement of those facilities where the REFO could not obtain an agreement with the OFD/BVA. Yearly RV packages are negotiated with the FRG FMOF on those facilities that had been returned to the FRG four years prior. The four-year delay allows sufficient time for the FRG to market and sell the facilities or find a reuse otherwise. Once agreement is reached on a yearly RV package at the IMA-E, Real Estate and FRG FMOF level, an interim settlement is signed. If the US investments in the facilities included in the RV package are \$10million or more, then the RV package will be forwarded to USEUCOM, JCS and DoD for approval and to OMB for review. The entire RV process is shown in a schematic at TAB F.

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Frankfurt
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Hanau, Darmstadt, Frankfurt, Fulda, ¶
ATTN: AEAEN-RE-
FK Mainz, Baumholder,
Bad Kreuznach, Wiesbaden, ¶
APO 09228 UNIT
25601 Wildflecken¶
Tel.: 320-8121/5233¶

¶
Kaiserslautern REFO
. Giessen, Hanau,
Darmstadt, Frankfurt, Fulda ¶
ATTN: AEAEN-RE-KL,
. Mainz, Baumholder, Bad
Kreuznach, Wiesbaden, Wildflecken¶
APO 09227 UNIT
23117 Kaiserslautern,
Pirmasens, Mannheim, Zweibruecken,
Karlsruhe, ¶
Tel.: 489-
6626/6627 Heidelberg¶

¶
Bremerhaven
REFO Bremerhaven,
Bremen, Norddeutschland¶
ATTN: AEAEN-RE-SR¶
POSTFACH 310304-27539¶
BREMERHAVEN¶
Tel.: 04 7 1 - 8 02 32 2 / 8 4 197¶

¶
Munich
REFO Augsburg,
AFRC, Munich, Neu Ulm¶
ATTN: AEAEN-RE-MU¶
APO 09178¶
Tel.: 089-6907922¶

¶
Nuernberg
REFO Nuernberg,
Bamberg, Ansbach, Schweinfurt¶
ATTN: AEAEN-RE-NU¶
APO 09222 UNIT 27933¶
Tel.: 460-6567/7149¶

¶
Stuttgart
REFO Stuttgart,
Goeppingen, Heilbronn,¶
ATTN: AEAEN-RE-
ST Aschaffenburg,
Wuerzburg¶
APO 09154 CMR 447 BOX 2260¶
Tel.t 420-6409/7196¶

¶
Grafenwoehr
REFO Grafenwoehr,
Hohenfels, Vilseck¶
ATTN: AEAEN-RE-GR¶
APO 09114 UNIT 28130¶
Tel.: 475-6454¶

¶

... [20]

TAB A TO APPENDIX 10 TO ANNEX H TO USAREUR OPORD 4352

PART 1: (APPROPRIATED US DOLLAR IMPROVEMENTS)									
INDEX BASED IN COUNTRY 1 4352									
DESCRIPTION	REM	BOD DATE	NSF	LI	DEF	IMP	UR	US\$ IMPRVE	LOCAL CNY TODAY
					%				
UPGR SEWER SYSTEM		91-04-30	2	25	8		92	43,160	77,660
CONNECT DISTR HEAT		97-10-31	2	24	24		76	157,002	367,712
UPGR LAUNDRY ROOMS		97-09-12	2	24	24		76	9,788	22,924
UPGR ELECT ALL ROOM		96-04-04	2	24	24		72	42,900	124,287
UPGRADE WARDROBES		97-04-28	2	24	24		72	85,785	248,530
UPGR KITCHEN/BATHROOM		97-04-28	2	24	24		68	108,806	434,521
UPGR ELEC RISER BASH		97-04-28	2	24	24		68	23,239	90,337
INSULATE BUILDING		97-04-28	2	24	24		68	89,239	316,609
LANDSCAPE PLANTING		97-04-28	2	24	24		68	316	1,659
UPGR LAUNDRY ROOMS		97-04-28	2	24	24		68	1,702	7,102
INS ALU WINDOWS		78-02-28	2	24	24		40	43,345	161,832
								605,437	1,851,413
UPGR SEWER SYSTEM		91-04-30	2	25	8		92	43,160	77,660
CONNECT DISTR HEAT		97-10-31	2	24	24		76	157,002	367,712
UPGR LAUNDRY ROOMS		97-09-12	2	24	24		76	9,788	22,924
UPGR ELECT ALL ROOM		96-04-04	2	24	24		72	42,900	124,287
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UPGR ELEC RISER BASH		97-04-28	2	24	24		68	89,239	316,609
INSULATE BUILDING		97-04-28	2	24	24		68	316	1,659
LANDSCAPE PLANTING		97-04-28	2	24	24		68	1,702	7,102
UPGR LAUNDRY ROOMS		97-04-28	2	24	24		68	43,345	161,832
INS ALU WINDOWS		78-02-28	2	24	24		40	605,437	1,851,413
								1,293,164	71,447
UPGR SEWER SYSTEM		91-04-30	2	25	8		92	43,160	77,660
CONNECT DISTR HEAT		97-10-31	2	24	24		76	157,002	367,712
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UPGR ELEC RISER BASH		97-04-28	2	24	24		68	89,239	316,609
INSULATE BUILDING		97-04-28	2	24	24		68	316	1,659
LANDSCAPE PLANTING		97-04-28	2	24	24		68	1,702	7,102
UPGR LAUNDRY ROOMS		97-04-28	2	24	24		68	43,345	161,832
INS ALU WINDOWS		78-02-28	2	24	24		40	605,437	1,851,413
								1,293,164	71,447

A: ENTIRE ARLDC -sort order: ARLDC, FAIRN, BOD DESC
FACILITY RANGE: 00000 22222

RECEIPT FOR U.S. (DOLLAR AND EURO) IMPROVEMENTS IN REAL ESTATE RELEASED TO GERMANY (PUBLIC PROPERTY) (USAREUR Reg 405-8/USAFE Inst 32-9005)			
SECTION I			
Part 1 - General data on real estate released			
1. Designation, location, and brief description	2. Ownership		
	3. Real estate documentation number		
	4. Date of release		
Part 2 - U.S. dollar and Euro improvements			
Physical inspection of these improvements was made on _____ and the improvements were released to and received by German officials on _____. The original cost data in column b below is shown as a general reference only.			
1. Description and evaluation of U.S. dollar-funded improvements			
Description of item a.	Original cost b.	U.S. appraisal of residual value c.	German appraisal of residual value d.
2. Description and evaluation of Euro-funded improvements			
Description of item a.	Original cost b.	U.S. estimate of residual value c.	German appraisal of residual value d.
Part 3 - Certification			
U.S. official			
1. The amounts shown in part 2, column c, show the U.S. appraisal of the residual value of the items of improvements listed.			
Organization	Name and title	Signature	Date
German official			
2. The data on improvements presented in part 2 above, which are based on the outgoing inventory and condition report, have been evaluated. Amounts shown in column d represent residual values as appraised by German officials.			
Organization	Name and title	Signature	Date

SECTION II			
Part 4 - Damages (To be completed by German Government representative together with the German appraisal of residual values in column d of part 2.)			
1. Description and evaluation of compensable damages (Attach separate list, if necessary.)			
Description of the damaged property and damages a.	Estimated amounts of compensation b.		
2. Description and evaluation of noncompensable damages (Attach separate list, if necessary.)			
Description of the damaged property and damages a.	Estimated amounts of compensation (waived) b.		
Part 5 - Computation of residual-value credit (To be completed by German Government representative on completion of negotiations.)			
1. Agreed amount of residual values for a. Dollar-funded improvements _____ b. Euro-funded improvements _____		2. Agreed amount for damages a. Compensable damages _____ b. Noncompensable damages _____ c. Total _____	
3. Offset of damages against residual value of improvements			
4. Residual value credit due to the U.S. Forces			
5. Remarks			
6. The German Government is prepared to remit to the U.S. Forces the amount of _____ for U.S. dollar improvements described in part 5, item 4, of this form.			
Organization	Name and title	Signature	Date

Instructions

1. On release of the real estate accommodation, representatives of Germany and the U.S. Forces will make a joint inspection and an inventory and condition (I & C) report of the property. The I & C report will include a record of the physical state of the property, including a description of both existing damages and any capital improvements financed with either U.S. national (dollar) funds or with Euro funds.
2. As soon as possible after turnover of the property, the U.S. Forces will prepare part 1 and columns a, b, and c in part 2 of AE Form 405-8B-R. After signing the form in part 3, the U.S. Forces will send the form to the locally responsible *Oberfinanzdirektion* or *Bundesvermögensamt*.
3. The responsible German agency will insert in column d of part 2 the German appraisal of residual values, and complete and sign the form in part 3. The German agency will also enter in part 4 its appraisal of compensable and noncompensable damages, if any, for the property. (In cases where the quantity and appraised residual value of dollar and Euro credits are clearly outweighed by damage liabilities, data in part 4 can be limited to only a summary of the damages and total costs.) The German agency will then return the AE Form 405-8B-R to the U.S. Forces.
4. In case there are differences of opinion on the respective U.S. and German appraisals in the form, the locally responsible U.S. and German agencies will attempt to negotiate and reach an agreement on the amounts in question. If an agreement cannot be reached at local level, the case will be submitted for resolution between HQ USAREUR/7A and USAFE and the German authorities at Berlin and Bonn.
5. At the time that an agreement is reached, or if both the U.S. and German agencies raise no objections to the data presented in parts 2 and 3 by the other side, the responsible German agency will then complete part 5 of the form and submit a copy to the U.S. Forces. This part will constitute a record of the residual value credits, if any, finally established as due to the U.S. Forces.

TAB C TO APPENDIX 10 TO ANNEX H TO USAREUR OPORD 4352

CLOSURE PACKET ITEMS

1. Required Items.

- a. Installation/Facility History/Overview (includes maps, sketches if possible)
- b. AE Form 405-8B-R (completed form as at turnover to FRG)
- c. Final DD Form 1354 Printout (TAB A, this Appendix)
 - Appropriated Funds
 - Non-appropriated Funds
 - Host nation Funds
 - NATO Funds
- d. Final Inventory & Condition Report
- e. Record of Return/ AE Form 405-8A-R
- f. Environmental Status Report

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2. Optional Items

- a. Original DD Form 1354 Printout
- b. Trip Reports
- c. Pre-Inspection Reports
- d. BMAR Printout

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TAB D TO APPENDIX 10 TO ANNEX H TO USAREUR OPORD 4352

RV NEGOTIATION & DAMAGE CLAIM MATTERS

1. RV Negotiations – In accordance with the SA to the NATO SOFA, the US Forces are entitled to RV only for *improvements* that have been made to the host nation facilities and only when there is military or economic use or sale, if any. Further this has been interpreted that the US Forces' *improvements* must have *reuse* by the future owner in order to be entitled to RV; should the future owner not have a reuse for the improvements and remove them, then there is no entitlement to any RV.

g. In December 1995, US Forces and FRG agreed on eight items that are considered *improvements*. The following percentages of the sales price of the facility will be applied and be considered as RV due to the US Forces:

- new roofs with thermal insulation	7%
- windows with thermopane glazing	5 %
- higher quality built-in kitchens	4%
- upgraded bathrooms	8%
- improved heating system	7%
- built-in furnishings (e.g., closets)	2%
- balconies	3%

These are maximum percentages for top quality improvements, should there be, for example, less quality insulation, then a lesser percentage may be applicable.

h. Other *improvements* must be negotiated on an individual basis, site by site, facility by facility, etc. While US negotiators should use the "current value" figures from the 1354 printout as a "going-in" position, the market and the resulting sales price of the facility will have a major impact of the negotiated RV.

i. The sales price of an installation/site normally includes both the buildings/facilities and the land. The US Forces *cannot* claim any RV for the land (SA NATO SOFA). It is, therefore, important that there is an equitable division of building and land value of the sales price. An acceptable apportionment of building and land value is a 50-50 % split. If the OFD/BVA sets the apportionment for the land at more than 60%, then this point should be raised to IMA-E, Real Estate for further advice and action.

d. Because of internal FRG agreements, the FRG Federal government may in some instances sell facilities (e.g., housing) to local (e.g., City) agencies at a lesser price than the existing market value. As this would result in a lower RV for the US Forces, agreement has been reached that in those instances, RV will be based on the market value, not the actual sales price of the facilities.

j. If during the final turn-over inspection of the facilities to the host nation, there are facilities that are not on the US Forces' records nor the OFD/BVA has any records on those facilities, but it is obvious that the US Forces used the facilities and have made improvements to the facilities, the US Forces and the FRG have agreed on a

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50-50 % split on the resulting RV.

2. Damage Claims – Only damages on the returned sites themselves will be considered in the RV settlements. Damages off the site, although possibly originated on the site (e.g., ground water contamination), are considered 3d party claims and are handled by the Army Claims Service.

a. From Articles 52 and 41, SA to the NATO SOFA definitions of damages are summarized as follows:

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- Compensable Damages (CD). If appropriate justification or substantiation can be provided concerning these damages and/or bills for the restoration for the damages are presented, then the damages may be negotiated and ultimately settled. It may be necessary to get assistance from “experts” (e.g., environmental damage claims) before a valid settlement can be negotiated.

- - damage to FRG-owned property from willful acts or gross negligence

- - all damages to State-owned property occurring after 1 Jul 63

- - damages resulting from U.S. Forces’ failure to repair and maintain (environmental damage falls generally into this category).

- Non-compensable Damages (NCD). It is often difficult to reach agreement on these type of damages because there are few guidelines, if any, where the U.S. accepts these type of damages. A lot of times it is a common sense issue or legal assistance has to be sought before a settlement can be reached.

- - all damages to FRG-owned property except those caused by willful acts or gross negligence.

- - all damages to State-owned property, prior to 1 Jul 63

- - small claims under €2800.

- - any claim or damage generated by or for the removal of U.S. improvements.

b. “Disadvantageous Construction.” Disadvantageous Construction is when 100% of an U.S. improvement/investment (e.g., an entire building) on a host nation facility does not have a reuse and will or have to be removed. The FRG has ruled that this is a damage and the U. S. Forces must pay for the removal of the investment. The U.S. disagrees and feels that improvements to host nation facilities cannot be considered damages. In the meantime, the FRG and the U.S. have agreed to disagree and will negotiate each project on a case-by-case basis. REFOs will not agree to this type of a damage and refer such issues to IMA-E, Real Estate for action.

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c. State-owned (Laender-owned) claims. The U. S. Forces and the FRG have agreed that damages to State-owned properties are considered 3d party claims and are covered under paragraph 5c, Article VIII, NATO SOFA. The FRG pays 25% and the U.S. Forces pay 75% of the damage restoration costs. Furthermore, the U.S. Forces and the FRG have agreed that all such damage claims will be consolidated at the FRG Federal Ministry of Finance (FMOF) level and be presented to IMA-E Real Estate on a yearly basis for settlement.

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NEGOTIATION REPORT
RESIDUAL VALUE NEGOTIATIONS

MEETING DATE: 3 April 1998 - MEETING LOCATION: Frankfurt BVA

INSTALLATION: Drake Barracks and School, ARLOC: GE17K
104th ASG Hanau/418th BSB (Frankfurt)
Released: 27 June 1995

RESPONSIBLE BVA/OFD: BVA Frankfurt - OFD Frankfurt

PART A

GENERAL REMARKS TO RV NEGOTIATION, Drake Barracks and School

.....
Above installation consists of two parts - Drake Barracks and Drake School. The school comprises two buildings (Bldg.: 533, which has been constructed with RM Funds and Bldg.: 536, constructed entirely with AF/NAF U.S. Dollar Funds in the year 1972). According to the FRG, the school complex has been sold:

Bldg.: 533 for: DM 6,359,221.00 (pure building value)

Bldg.: 536 for: DM 1,642,887.00 (pure building value)

According to 1354 Summary Report, Bldg.: 533 has been improved by the U.S. with new double-pane windows, roof with insulation, partly new sanitary installations, heat conversion and special built-in school equipment. Application of the known %-list results in an approved RV Amount in favor of the U.S. of DM 1,971,358.00 for Bldg.: 533.

.....
Roof: 7% - Windows: 5% - Sanitary: 8% - Heating System: 7%
Installation of school equipment: 4%; - Total: 31%
.....

DM 6,359,221.00 x 31 % = DM 1,971,358.00 for Bldg.: 533

Agreed RV amount:..... DM 1,971,358.00 for Bldg.: 533
=====

Bldg.: 536, which has been completely financed by U.S. Dollar Funds, was sold for DM 1,642,887. The U.S. will be entitled with the total sum as RV.

Agreed RV amount:.....DM 1,642,887.00 for Bldg.: 536
=====

Furthermore the U.S. Forces will receive an amount of DM 34,600.00 as RV for garages and infrastructure improvements, belonging to the school complex. Therefore, the total agreed RV sum for the Drake School Complex amounts to DM 3,648,845.00.

The major part of the installation, the Kaserne itself, has been consigned to the Bundesgrenzschutz (German Border Forces) by the FRG. The BGS is supposed to reimburse the FRG with an amount for all buildings, which has been established on the basis of a German State Construction appraisal. During above RV Negotiation, the FRG agreed to settle our RV claim already now, on the basis of subject appraisal. A significant portion of the Kaserne buildings, constructed with RM Funds, has been improved by the U.S. with the known classical capital investments (new roofs, new sanitary, windows, heat systems). A detailed revision of capital improvements to the various buildings has been performed during above RV Negotiation by using our so-called %-list. (% - claim in relation to the sales proceed of each building).

Application of detailed %-figures results in a total negotiated and settled RV claim in favor of the U.S. for Drake Kaserne in the amount of DM 2,293,400.00 referring to U.S. Dollar improvements.

The FRG has agreed to this amount, however the sum needs approval of the BGS, also. OFD Frankfurt has submitted the results of our RV Negotiation for comments and approval to the BGS. We assume, that the settled amount will be verified and approved by the BGS.

Bldg. Nos.: 520, 522, 524, 538, 539 have been constructed with Host Nation Funds. Application of the detailed settled RV amounts in reference to the appraisal amounts for these buildings results in a settled HN (DM/OMS) RV Amount of DM 3,413,603.00. (will be used to offset against any possible future FRG damage claims)

PART B
DETAILED LISTING OF RV RELATED FIGURES OF 1354-Summary
FOR Drake Barracks and School

.....
A) Original U.S. \$ Improvements:..... \$ 12,084,163.00
B) Current Value (U.S. Claimed RV Amount)...DM 25,761,498.00

C) Host Nation Funded Improvements:
 Orig. costs in U.S. \$DM 448,000.00
 Current RV in DM.....DM 968,648.00

PART C:

U.S./FRG Negotiated Position:

(subject to USAREUR respect. German Minister of Finance, Bonn approval)

The United States of America and the Federal Republic of Germany accept a settlement of

DM 5,942,245.00
=====

as residual value compensation for U.S. Investments made to the Drake Barracks and School, as described above.

Total RV Settlement for HN Funded Improvements:

DM 3,413,603.00
=====

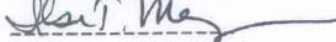
PART E

LIST OF ATTENDEES ON 3 April 1998:

LRD Fehling, OFD Frankfurt.....069-1560-649
RA Kuepper, OFD Frankfurt.....069-1560-672
RA Hornberg, BVA Frankfurt.....069-95937114
Mrs. Merryman, Chief, REFO FKT.....DSN 325-7478
Mr. Ullmann, REFO FKT.....DSN 325-6483

VERIFIED

SIGNATURE/TITLE

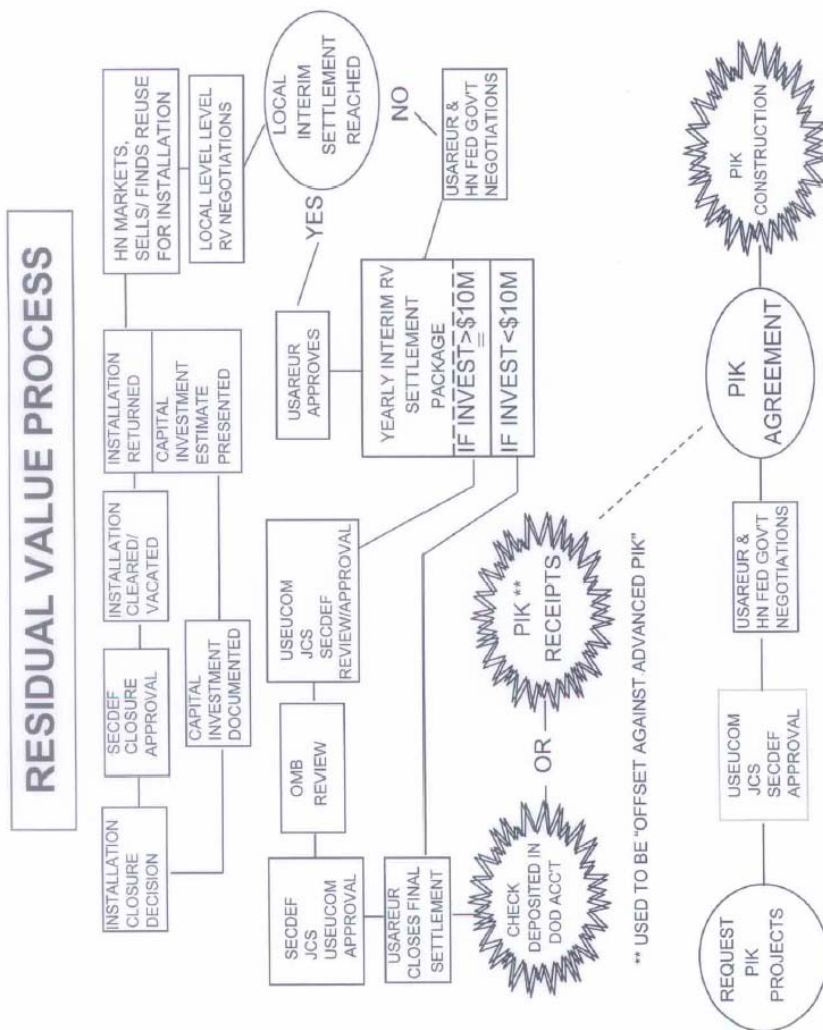


ILSE T. MERRYMAN
Chief, FKT Office

APPROVAL

Chief, REAL ESTATE
HQ, USAREUR

prepared by W. Ullmann, Realty Specialist, Frankfurt Office



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TO CG USAREUR OPORD 4352-03
DISPOSITION OF FURNITURE
ACTIONS

PURPOSE. To identify procedures and policies regarding the disposition of furniture in closing and drawdown communities. The action timelines listed below are a guide for processing of excess furniture. Dates may be adjusted depending upon the availability of billets and family housing units.

TARGET DATE

ACTION FOR INITIATION

Identify excess furnishings for redistribution within ASG.

(ASG/BSB) C 270 Days

Identify excess DM furniture. Obtain disposition instructions from VEBEG. (ASG/BSB ICW ODCSENG and VEBEG) C 270 Days

Identify GFOQ furniture and upgraded furniture for redistribution to 26th ASG. Coordinate scheduled transfer. C 270 Days

Report furnishings which are excess within the ASG to ODCSENG for redistribution. (ASG/BSB) C 240 Days

Develop redistribution plan for excess furniture based on ENG 235 requirements. (ODCSENG) C 250 Days

Identify requirements for moving and handling AFH and UPH furnishings. (ASG/BSB) C 230 Days

Provide funding for transportation of excess furnishings. (ODCSENG) C 200 Days

Initiate In-Quarters sales. Obtain restricted sales list from ELC. (ASG/BSB ICW ODCSENG and DRMO) ... [21]

APPENDIX B

Synchronization Exercise, 7 Feb 2006



Synchronization Exercise

7 February 2006

Our Mission : *Manage Army installations to support readiness and mission execution – provide equitable services and facilities, optimize resources, sustain the environment and enhance the well-being of the Military community*

Leading Change for Installation Excellence

Walter Andersen, IMEU-PWD-H/ walter.andersen@ima-e.army.mil/ 314- 370-7927



Public Works



How We Help Garrisons

- **Housing**
 - Identify furnishings and appliances that are considered excess, facilitate cross leveling
 - Provide HOMES query support
 - Archive HOMES data
 - Validate funding requirements
 - Modify appliance contracts as required
- **Real Estate**
 - Terminate RE contracts
 - Assist in validating investment data (DD1354s)
 - Coordinate/schedule Inventory & Condition inspection

Walter Andersen, IMEU-PWD-H/ walter.andersen@ima-e.army.mil/ 314- 370-7927

2 Feb 2006



Public Works



How We Help Garrisons

- **Environmental**

- Central contract prepares Env Status Reports (ESRs)
- Conduct env project deconfliction
- Assists obtaining HN project site approvals or exemptions for env requirements

- **Construction Programs**

- Review BUP, BIP, Flagship, SVQM and MILCON projects. Direct cancellation of unnecessary projects
- Validate and archive databases and records (RPI, ISR, RPLANS, CADD/GIS, DD 1354s, etc.)
- Support Master Planning requirements
- Participate in Installation Turnover to Host Nation

Walter Andersen, IMEU-PWD-H/ walter.andersen@ima-e.army.mil/ 314- 370-7927

2 Feb 2006



Public Works



How We Help Garrisons

- **Operations and Maintenance**

- Negotiate present and future use of utilities and termination charges with utility suppliers
- Support negotiation of ESPC contract termination
- Coordinate redistribution/disposal of excess non-centrally managed items (NCMI), RPMA supplies, and refuse trucks

- **Business Operations**

- Staffing models for temporary transition offices
- Validate SRM UFRs
- Transfer databases on automated programs (ISR, RPLANS)

Walter Andersen, IMEU-PWD-H/ walter.andersen@ima-e.army.mil/ 314- 370-7927

2 Feb 2006



What We Seek From Garrisons

- **Housing**
 - Identify UFRs due to closure
 - Updated DD1354s to support residual value analysis
- **Real Estate**
 - AE Form 405-8A-R, Request for Release, at least 120-90 days prior to closure
 - Facility investment data
 - Environmental Status Report (draft for pre-I&C and final for closure)
- **Environmental**
 - Env documents for ESRs + historical site contamination knowledge
 - Early coordination on potential env 'show stoppers'
 - Disposal of HM & HW



What We Seek From Garrisons

- **Construction Programs**
 - Identify/review/terminate planned or ongoing unnecessary major SRM projects
 - Update and validate data (RPI, ISR, RPLANS, CADD/GIS, etc.) to include final DD1354 information
 - Participate in Installation Turnover to Host Nation
- **Operations and Maintenance**
 - Request modification/termination of ESPC and utility contracts.
 - Report excess non-centrally managed items (NCMI), RPMA supplies, and refuse trucks.
- **Business Operations**
 - Purge files prior to transfer
 - Transfer files and databases to enduring garrisons



Public Works



Environmental

- **Topic:** Garrison Environmental Responsibilities
- **Discussion:**
 - Use Env Reviews (ER) + ESRs to identify potential env 'show stoppers'
 - Ensure all HW disposed via DRMS prior to F date; arrange for additional contract capability as needed (collection points, pack & sort, etc.)
 - Ensure owners of all excess, usable HM transfer it to nearest Re-Use Center prior to F date (damaged/unusable HM is HW)
 - Conduct walk-thru's of known & potential HM/HW storage areas to confirm removals complete and areas swept clean prior to F date
 - Spill clean-up after S or L date is 'transfer garrison' responsibility
 - Archive all env documents through IMA-EURO
- **POC:**
 - HM/HW-Betsey Kimmerly, ERs- Bela Varga, ESRs- Linnea Norby, Archiving- Henry Becker, 370-7328

Walter Andersen, IMEU-PWD-H/ walter.andersen@ima-e.army.mil/ 314- 370-7927

2 Feb 2006



Public Works



Real Estate

- **Topic:** Facility Turnback Condition
- **Discussion:**
 - Buildings empty/broom swept
 - Keys in all doors, labeled in German & English, doors open
 - No hazardous material/trash on installation
 - POL removed, tanks clean and certified
 - Safeguard installation until release
 - Maps, handbooks, manuals available for turnover to Host Nation
- **POC:** Ms. Ilse Merryman, Chief, RE Branch, 370-8467

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2 Feb 2006



Public Works



Housing

- **Topic:** AFH/UPH Furniture Sales
- **Discussion:**
 - Furnishings excess to the theatre may be sold
 - The SMC identifies excess
 - Currently AFH single Beds and mirrors
 - No UPH excess
 - DRMS creates listing of sales prices
 - Listing provided to CFMO announcing which property may be purchased.
- **Way Ahead:** Monitor inventory to identify additional excess
- **POC:** Mr. Danny Brannon, 370-7377

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2 Feb 2006



Public Works



Construction Programs

- **Topic:** Installation Turnover Team
- **Discussion:**

The Installation Turnover Team (ITT) charged with final acceptance of facilities from departing units and tenants, the inspection and preparation of facilities/records for turnover, and final transfer to the Host Nation.

 - Expertise in Real Property, Housing and Operations & Maintenance.
 - With Host Nation counterparts, conducts facility inspections and installation turnover.
 - Members from residual local personnel, TDY personnel from w/i Region, or contracted services.
- **Way Ahead:** Identify team members and required resources.
- **POC:** Mr. Sean McDonald, 370-8517

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2 Feb 2006



Operations & Maintenance

- **Topic:** Utility Termination
- **Discussion:**
 - Most utility supply contracts require 90 day termination notice.
 - No additional cost if termination notice issued 90 days prior to closure.
 - Utility privatization contracts require 90 day termination notice.
 - Scenario 1: Cease supplier's investment efforts.
 - Scenario 2: Claim credit for accumulated renewal charges.
 - Scenario 3: Pay due investment.
- **Way Ahead:**
 - Identify utility contracts actions required:
 - Full termination
 - Partial termination
 - Transfer to another garrison
 - Request termination notices:
 - Utility supply contracts = C-180
 - Utility privatization contracts = A+60
- **POC:** Steve Gentscheff / Sharon M. Garay Rodríguez, 370-8035

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2 Feb 2006



Business Operations and Integration

- **Topic:** Records and Database Management
 - File transfers, records archiving
- **Discussion:** Engineer files and database management is critical
 - Continuity of operations for non-closing installations
 - Archive documents for closing installations
 - Maps and files needed for residual value and historical records
- **Way Ahead:**
 - Purge & delete old or redundant files, close work orders (DPW)
 - Code facilities for closure in all applicable databases (DPW)
 - Transfer databases to gaining real property manager, includes GIS, IFS, HOMES (DPW)
 - All maps and other hard copy documents from closed installations to Bensheim storage facility (DPW)
 - Notify IMA to revise web based systems (IMA-EURO)
- **SME:** Mr. Gary Berkner, 370-8101

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2 Feb 2006

APPENDIX C

USAREUR Campaign Plan 4900

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The complete Campaign Plan can be found on the Installation Closure Handbook DVD.

USAREUR CAMPAIGN PLAN 4900 (U)
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ANNEX Z, Distribution

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g. AR 420-17 w/Ch 1-2, Real Property and Resource Management, 13 Dec 76.

h. AR 420-47, Solid and Hazardous Waste Management, 1 Dec 84.

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j. UR 25-1, USAREUR Information Management Program, 31 Jan 89.

Page 71: [3] Deleted	ODCSENG	6/19/2003 4:01:00 PM
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1. UR 210-19, *Consolidations, Realignments*, Reductions and closures, 12 Jan 77.

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sition, Administration and Disposal, 24 Nov 81

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sition, Administration and Disposal of Real Estate in Federal Republic of Germany 15 Aug 85.

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o. USAREUR OPLAN 4374, Operation Brilliant Exit.

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Policy 'and Guidance for Identifying U.S. Army EnvironmentalEnvironmental Program Requirements, Environmental, Pollution Prevention, Control and Abatement Report RCS DD-P&L(SA) 1383, (ORB A-106 Report), Volume 1, Edition 111, 4 Sept 92

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. USAREUR Memorandum, subject: Excess Furniture Management Procedures, 18 Oct 93.

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1. SITUATION

a. General. Reductions from Conventional Forces Europe () negotiations will result in some unit inactivations along with some Area Support Group (ASG), Base Support Battalion (BSB), Area Support Team (AST) or community and installation closures and realignments. Designated installations will be transferred to host nations.

Friendly Forces. See Annex A and Basic OPORD.

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, and
transfers

Page 83: [11] Deleted	ODCSENG	6/24/2003 12:35:00 PM
Ensure installation is vacant except for any property documented on residual value claims and previously coordinated with BVA. (ASG/BSB ICW REFO)		
Page 83: [12] Deleted	ODCSENG	6/24/2003 12:35:00 PM
Provide residual value claim (AE Forms 1204-1-R and 1204-1) at transfer of installation. (ODCSENGR/REFO ICW ASG/BSB and Host Nation)		C-Day
Page 83: [13] Deleted	ODCSENG	6/24/2003 12:36:00 PM
Provide care custody, security, and minimum essential maintenance to vacant facilities for an extended period should there be unforeseen delays in transfer of real property. (ASG/BSB)		
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		Target

Date

ACTIONS

for

Completion

Receive briefings from Engineer Support Team.

E-150 Days*

Provide unit roster to DEH. Roster must indicate

anticipated departure dates of personnel and current place of residence, i.e., billets, BOQs, private rentals, GRHP, etc., including complete address. Roster should also show destination, i.e. ITT within USAREUR, or PCS to CONUS.

E-120 Days

Cancel automatic map distribution.

E-120 Days

Ensure personnel who live in private rental housing report to BRO and provide termination notification to landlords and utility and telephone companies.

E-120 Days

Coordinate with DEH for removal of unit equipment attached to facilities and equipment in place (including furniture).

E-100 Days

Coordinate with DRMO and DER for removal of hazardous wastes and hazardous materials.

E - 100 Days

Turn in bulk quantities of maps as described in Annex H, paragraph 3b(4).

E-90

Days

Ensure personnel about to ship HHG have inquired as to
Prior to HHG
availability of interim furniture from CFMO (if required).
Shipment, but

NLT E-60 Days

Arrange with DEH for pre-turnover inspection of all facilities assigned to unit; i.e., billets, administrative buildings, warehouses, maintenance and supply facilities, hardstands, washracks, dining facilities, etc. Ensure that DEH provides condition code checklists for all facilities.

E-60

Days

Coordinate with DEH or appropriate organization to ensure sufficient temporary lodging (e.g., quest house, hotel) is available when moving personnel with families out of private rentals, GRHP units, family government quarters, etc., prior to their departure.

E-60 Days

Ensure personnel living in private rental or GRHP arrange for government furniture and appliances pickup.

E-45 Days**

Ensure personnel living in family-government - quarters or government leased housing, BOQs, SEBQs, and GRHP arrange quarters pre-inspection and final clearance.

E - 45 Days"

Remove all unit equipment and equipment in place

from facilities, as arranged with DEH.

E - 30 Days

Turn in all hazardous wastes/materials to DR.MO.

E - 30 Days

Arrange with DEH for turnover of all facilities.

E - 30 Days

Turn over to DEH all facilities, with keys, and
engineer-related equipment.

E - 8 Days

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Report furnishings *which* are excess within
the ASG to ODCSENG for redistribution.
(ASG/BSB)

C 240 Days

Develop redistribution plan for excess
furniture based on ENG 235 requirements.
(ODCSENG)

C 250 Days

Identify requirements for moving and
handling AFH and UPH furnishings.
(ASG/BSB)

C 230

Days

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Initiate In-Quarters sales. Obtain restricted
sales list from ELC. (ASG/BSB ICW ODCSENG
and DRMO)

C – 200 Days

Return unsold in-quarters items to warehouse
for classification/disposition. (ASG/BSB)

C - 180 Days

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when sufficient volumes become available.

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(ASG/BSB ICW ODCSENG and CM14C)

Schedule warehouse sales for codes F and H
furniture. (ASG/BSB ICW ODCSENG and DRMO)

C - 150 Days

Provide ODCSENG with schedule warehouse
sales dates NLT 10 days prior to sale.

C - 150 Days

Return unsold codes F and H furniture to
DRMO for disposal. (ASB/BSB ICW DRMO)

C - 130 Days

USAREUR REAL ESTATE FIELD OFFICES LOCATIONS
AND AREAS OF RESPONSIBILITY

REFO ADDRESS

COMMUNITY AREAS OF RESPONSIBILITY

Frankfurt REFO

Giessen, Hanau, Darmstadt, Frankfurt, Fulda,
ATTN: AEAEN-RE-FK
Mainz, Baumholder, Bad Kreuznach, Wiesbaden,
APO 09228 UNIT 25601
Wildflecken
Tel.: 320-8121/5233

Kaiserslautern REFO

Giessen, Hanau, Darmstadt, Frankfurt, Fulda
ATTN: AEAEN-RE-KL, Mainz,
Baumholder, Bad Kreuznach, Wiesbaden, Wildflecken
APO 09227 UNIT 23117

Kaiserslautern, Pirmasens,
Mannheim, Zweibruecken,
Karlsruhe,
Tel.: 489-6626/6627

Heidelberg

Bremerhaven REFO

Bremerhaven, Bremen, Norddeutschland
ATTN: AEAEN-RE-SR
POSTFACH 310304-27539
BREMERHAVEN

Tel.: 04 7 1 - 8 02 32 2 / 8 4 197

Munich REFO

Augsburg, AFRC, Munich, Neu Ulm
ATTN: AEAEN-RE-MU
APO 09178
Tel.: 089-6907922

Nuernberg REFO

Nuernberg, Bamberg, Ansbach, Schweinfurt
ATTN: AEAEN-RE-NU
APO 09222 UNIT 27933
Tel.: 460-6567/7149

Stuttgart REFO

Stuttgart, Goepingen, Heilbronn,
ATTN: AEAEN-RE-ST
Aschaffenburg, Wuerzburg
APO 09154 CMR 447 BOX 2260
Tel.t 420-6409/7196

Grafenwoehr REFO

Grafenwoehr, Hohenfels, Vilseck
ATTN: AEAEN-RE-GR
APO 09114 UNIT 28130
Tel.: 475-6454

Benelux REFO

Belgium, France, Netherlands,
ATTN: AEAEN-RE-EF,
Luxembourg
APO 09708 CMR 451-STOP9
TEL: 0032-65-346269

APPENDIX 6 TO ANNEX H TO CG USAREUR OPOD 4352-03
DISPOSITION OF FURNITURE ACTIONS

PURPOSE. To identify procedures and policies regarding the disposition of furniture in closing and drawdown communities. The action timelines listed below are a guide for processing of excess furniture. Dates may be adjusted depending upon the availability of billets and family housing units.

TARGET ACTION	DATE	FOR
INITIATION		
Identify excess furnishings for redistribution within ASG. (ASG/BSB)	C 270 Days	
Identify excess DM furniture. Obtain disposition instructions from VEBEG. (ASG/BSB ICW ODCSENG and VEBEG)		C
270 Days		
Identify GFOQ furniture and upgraded furniture for redistribution <i>to</i> 26th ASG. Coordinate/scheduled transfer.	C 270 Days	
Report furnishings <i>which</i> are excess within the ASG to ODCSENG for redistribution. (ASG/BSB)		C 240 Days
Develop redistribution plan for excess furniture based on ENG 235 requirements. (ODCSENG)		C 250 Days
Identify requirements for moving and handling AFH and UPH furnishings. (ASG/BSB)		C 230
Days		
Provide funding for transportation of excess furnishings. (ODCSENG)	C 200 Days	
Initiate In-Quarters sales. Obtain restricted sales list from ELC. (ASG/BSB ICW ODCSENG and DRMO)		C – 200 Days

Return unsold in-quarters items to warehouse
for classification/disposition. (ASG/BSB)

C - 180 Days

Schedule *classification appointments*
of furniture in warehouse and barracks,
when sufficient volumes become available.
(ASG/BSB ICW ODCSENG and CM14C)

C - 180 Days

Provide personnel to move and separate furniture
for and during classification. (ASG/BSB)

C - 180 Days

Prepare DA Form 2407s prior to the arrival of
classifier. (ASG/BSB)

C - 150 Days

Classify furniture and provide disposition
instructions. (ODCSENG ICW CMMC)

C - 150 Days

Schedule warehouse sales for codes F and H
furniture. (ASG/BSB ICW ODCSENG and DRMO)

C - 150 Days

Provide ODCSENG with schedule warehouse
sales dates NLT 10 days prior to sale.

C - 150 Days

Return unsold codes F and H furniture to
DRMO for disposal. (ASB/BSB ICW DRMO)

C - 130 Days

Finalize processing of all excess furnishings.
(ASG/BSB ICW ODCSENG)

C - 100 Days

Terminate processing of excess furnishings.

C - 60 Days

Closeout CFMO property books. (ASG/BSB ICW
ODCSENG)

C - 30 Days

